

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
October 3, 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 September recycling award recipient is Gail Robertson who will be awarded for her recycling efforts, with funding made possible by a grant from Washington County
2. Letter of Appreciation for Officer Quinn Willmarth

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. Kandis Hanson, MNSPECT
- 2.

CONSENT AGENDA

Consider a resolution adopting items 1 through 11

- | | <u>TAB #</u> |
|---|---------------------|
| 1. September 6, 2016 City Council workshop minutes | 1 |
| 2. September 6, 2016 City Council meeting minutes | 2 |
| 3. September payables and receipts (check numbers 007573-007659) | 3 |
| 4. September building, plumbing and mechanical permits report | 4 |
| 5. Special event application from Andersen Corporation for Quarter Century Club Picnic on August 11 and 12, 2017 at Lakeside Park | 5 |
| 6. Special event application from Andersen Parent Group for Diggy's Dash Walk-a-thon at Barker's Alps Park on Wednesday, October 19, 2016 | 6 |
| 7. Interim compensation increase for Office Support Specialist position | 7 |
| 8. First amendment to lease agreement with Girl Scouts of River Valleys for use of Camp Sagata building in Lakeside Park | 8 |
| 9. Letter of credit reduction request from Mattamy Homes for improvements within Inspiration | 9 |
| 10. Memorial bench donation from John and Kerry Winderman | 10 |
| 11. Pay application #15 from Kraus Anderson and subcontractors for Fire Hall construction | 11 |

PUBLIC HEARINGS

TAB

UNFINISHED BUSINESS

- 1. Final budget update on Fire Hall project

12

NEW BUSINESS

- 1. Update on the municipal parking lot project at 169 3rd St. N. and revised drainage and utility easement

13

CITY COUNCIL LIAISON REPORTS

STAFF/CITY ADMINISTRATOR REPORTS

14

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

- 1.
- 2.

ADJOURNMENT



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

Laura Eastman
Chief of Police

Sergeant
Jay Jackson

LETTER OF APPRECIATION

Officer Quinn Willmarth

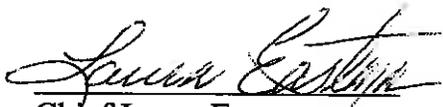
On September 2, 2016, at approximately 8:30 p.m., an Oak Park Heights police officer requested your assistance with a serious call. The call involved a Veteran in crisis who was making suicidal comments and demanded to speak to a fellow Veteran.

Although it was your day off, you responded to the call. Your response was not only to speak with the Veteran over the phone, but you also agreed to meet the fellow Veteran at Regions Hospital. You further provided moral support as the Veteran agreed to seek help.

You continue to demonstrate a passion for assisting Veterans and have a professional reputation with local law enforcement because of your success with assisting people in crisis. Your willingness to sacrifice your off duty time and help those in need shows your compassion for the St. Croix Valley community and human kind.

The Oak Park Heights police officer who requested your assistance believes that if it had not been for your willingness to speak and meet with the Veteran, he would have refused assistance and the situation may have evolved into a potential use of force incident.

I wish to formally recognize you for your prompt response to the incident and your commitment to the safety of the public, your fellow officers, and our community.


Chief Laura Eastman



MNSPECT @ a Glance
Kandis Hanson, Relationship Manager
952-442-7520 x102 kandis@mnspect.com

Benefits

MNSPECT ensures fully-trained contract personnel in six (6) disciplines.

Building – Residential, Commercial, Institutional, Educational, etc

Mechanical

Electrical

Plumbing

Fire Inspection

Rental Housing

MNSPECT's high service standards meet the expectations of contractors and the public.

MNSPECT ensures seamless and consistent coverage.

MNSPECT provides consistent next-day inspections.

MNSPECT insulates from the effects of internal staff turnover.

MNSPECT assumes the human resources functions.

Hiring

Training

Review and staff development

Discipline

Benefits administration

MNSPECT guarantees savings to the jurisdiction - The cost of salaries and benefits.

MNSPECT insulates the jurisdiction from the ups and downs of construction cycles, saving the cost of personnel (pay and benefits) when construction is down.

Services

Designated Building Official -- Credentialed designation required for every MN jurisdiction.

Municipal Delegation Agreement – State of MN grants authority to provide plan review and inspection of all public buildings and state-licensed facilities (i.e., schools, jails, hospitals, nursing homes). Provides for local plan review, project oversight and all permit revenue for these projects of large magnitude stays with the community.

Residential and commercial ISO scores are Class 3/3, respectively. Class 3/3 is the best result ever given in Minnesota, one being best, positively effecting rates by most insurance companies.

Back-up inspections – Provides gap services when local demand exceeds the jurisdiction's ability to respond in a timely manner, putting jurisdictions in the best possible light with contractors and residents.

Comprehensive plan review -- Knowledgeable and thorough professionals' review of residential and commercial plans on behalf of local government entities.

Back-up plan review -- MNSPECT reviews plans, freeing internal staff for field work.

Virtual plan review -- At-a-distance plan review for cities in out-lying MN.



For immediate release—
Kandis Hanson
Relationship Manager
MNSPECT, LLC
235 First Street West
Waconia, MN 55387
952-240-5244

MNSPECT, LLC has Reasons to Celebrate!

Aug 2016: MNSPECT was successful in its bid for the Municipal Delegation Agreement! According to Kandis Hanson, Relationship Manager, “Now MNSPECT building inspectors have the authority granted by the State of Minnesota to provide plan review and inspections of all public buildings and state-licensed facilities (i.e., schools, jails, hospitals, nursing homes, etc). The benefit goes to MNSPECT clientele!” Under the delegation agreement, all permit revenue that would otherwise go to the State stays with the client municipality. The net result is significant revenue to those jurisdictions that MNSPECT serves!

Sept 2016: ISO Scores: Best in the State! The fire department(s) that serve area communities are rated each 3-5 years for their fire suppression ability. The evaluation, performed by the Insurance Services Offices, Inc (ISO), includes Fire and Building Inspection Departments and the resulting data assists insurance companies in establishing appropriate risk multipliers for premium calculations. The score calculated for each fire department is applied to all new construction within a community. The criteria for generating the Building Code Effectiveness Rating includes training, certification, experience, and qualifications of the Building Official and code enforcement personnel; plan review and inspection staffing levels; plan review details; natural hazard mitigation; building code adoption and amendments.

MNSPECT is pleased to announce its residential and commercial scores are Class 3/3, respectively. According to Nola Lebrecht, Senior BCEGS Field Representative, “Class 3/3 is the best result ever given in Minnesota, [one being best.] There have only been a handful in the 10 years I’ve worked in Minnesota.” Once again, MNSPECT clients can potentially benefit through reduced insurance premiums. BCEGS info can be found at the following link:
<https://www.isomitigation.com/bcegs/iso-s-building-code-effectiveness-grading-schedule-bcegs.html>.

MNSPECT, LLC is a leading contract building inspections firm serving the cities, townships and counties within and beyond the Twin Cities metro. MNSPECT prides itself in providing exceptional Designated Building Official, supplemental and backup building safety service for Minnesota cities since 1987.

Q&A for the Day....

Q. May building permit fees be a revenue source for a local government?

A. If a city adopts the building code, a building fee schedule must also be developed and adopted. Building permit fees are considered user fees, meaning only those who obtain permits pay a fee for that service, so there should be no tax burden on the other citizens in your community. According to the League of Minnesota Cities, building permit fees need to reflect the city's costs associated to administration and enforcement of the building code, which can include staffing, contracted inspection services, transportation, training, tools, equipment, etc. The League also specifies that fees listed in the Building Permit Fee Schedule are to be equal to the cost of services received. Per MN State Statute 1300.0160 Fees, Subp.2: "Fees....must be fair, reasonable and proportionate to the ACTUAL cost of the service for which the fee is imposed." Contrary to prevalent practice, building permit fees may not be a profit center for local governments.

Q. I've heard there is a State reporting requirement for municipalities related to construction in my community? How do we get compliant?

A. There is an annual reporting requirement by the Minnesota Department of Labor and Industry. Municipalities are to report 1) the number of building inspection permits and 2) the revenue and expenses associated with building permits and inspections. Again, there is to be a direct correlation between the cost of revenues and expenses associated with building permits and inspections. If your jurisdiction is not meeting the reporting requirement, let MNSPECT assist; we can get you back on track!

Kandis Hanson

Relationship Manager

MNSPECT, LLC

Helping You Comply with the Code

235 First Street West

Waconia, MN 55387

O: 952-442-7520 x102

C: 952-240-5244

F: 952-442-7521

kandis@mnspect.com

RESOLUTION NO. 16-

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD OCTOBER 3, 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 3rd day of October 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 1-11 FROM THE
OCTOBER 3, 2016 CITY COUNCIL AGENDA**

1. September 6, 2016 City Council workshop minutes
2. September 6, 2016 City Council meeting minutes
3. September payables and receipts (check numbers 007573-007659)
4. September building, plumbing and mechanical permits report
5. Special event application from Andersen Corporation for Quarter Century Club Picnic on August 11 and 12, 2017 at Lakeside Park
6. Special event application from Andersen Parent Group for Diggy's Dash Walk-a-thon at Barker's Alps Park on Wednesday, October 19, 2016
7. Interim compensation increase for Office Support Specialist position
8. First amendment to lease agreement with Girl Scouts of River Valleys for use of Camp Sagata building in Lakeside Park
9. Letter of credit reduction request from Mattamy Homes for improvements within Inspiration
10. Memorial bench donation from John and Kerry Winderman
11. Pay application #15 from Kraus Anderson and subcontractors for Fire Hall construction

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 3rd day of October 2016.

ATTEST:

Logan Martin, City Administrator

Susan St. Ores, Mayor

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS
September 6, 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 Hanson, Carlson, Goldston, and McGann

Staff Present: City Administrator Logan Martin, Assistant City Administrator/Planner Sara Taylor, and Finance Officer Wanda Madsen

DISCUSS THE 2017 CITY OF BAYPORT PRELIMINARY BUDGET

Administrator Martin reviewed the proposed budget for each department, noting that significant increases were indicated in green and decreases were indicated in red. He mentioned that a few updates were incorporated since the August budget workshop, but no significant changes had been made to either revenues or expenditures. The City Council suggested allocating additional funds to help support Community Thread programming in 2017, as well as increasing the park and recreation budget to assist with maintenance and equipment replacement. Administrator Martin noted the proposed preliminary budget reflected a 1.14% decrease in expenditures compared to the 2016 budget. Discussion followed on capital outlay and it was suggested that a workshop be convened in November to discuss and prioritize park improvements for the next few years. Mayor St. Ores also requested staff to present a timeline for completion of the Geographic Information System (GIS) inventory and implementation plan for updating the city's utility system and infrastructure at the October meeting, so the city can plan accordingly for a potential improvement project next year. Administrator Martin noted the final budget would be presented to the City Council for consideration at the December 5, 2016 meeting.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to adjourn the workshop at 5:59 p.m.

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

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of September 6, 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, Public Works Supervisor Mel Horak, Assistant Fire Chief Jason Severson, City Attorney Pat Sweeney, and Assistant City Administrator/Planner Sara Taylor

APPROVAL OF AGENDA

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to approve the September 6, 2016 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The August recycling award recipients are Joe and Kathy Ritzer who will be awarded for their recycling efforts, with funding made possible by a grant from Washington County.
2. Mayor St. Ores invited everyone to celebrate Derby Days on Saturday, September 17 and enjoy a variety of activities throughout the city. The event is sponsored by the Bayport Community Action League and a schedule of events can be found on the city's website.

OPEN FORUM

CONSENT AGENDA

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

Councilmember Goldston introduced the following resolution and moved its adoption:

Resolution 16-09

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-10 FROM THE
SEPTEMBER 6, 2016 CITY COUNCIL AGENDA**

1. August 1, 2016 City Council workshop meeting minutes
2. August 1, 2016 City Council meeting minutes
3. August payables and receipts (check numbers 007448-007572)
4. August building, plumbing and mechanical permits report
5. Temporary on-sale liquor license from the Lions Club International for Derby Days on Saturday, September 17, 2016
6. Memorial bench donation from Dan Schultz
7. Police Department donations for Night to Unite and Safety Camp
8. Quote to perform street sealcoat improvements for 2016
9. Pay application #14 from Kraus Anderson and subcontractors for Fire Hall construction
10. Master Subscriber Agreement for Minnesota Court Data Services and Government Access

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

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

Councilmember Hanson chose to abstain due to her involvement with the Lions Club item on the consent agenda.

PUBLIC HEARINGS

UNFINISHED BUSINESS

Consider a community solar garden subscription agreement with Geronimo Energy, Inc.: City Administrator Martin reviewed the city's actions to date regarding participation in a community solar garden that would allow the city to receive a rebate of one cent per kilowatt hour on its monthly Xcel Energy bill. In turn, the city's partner with this project, Geronimo Energy, would invoice the city for a set amount that is less than the Xcel renewable energy credit. The city would have no responsibility or cost with the initial installation or long-term operation of the solar panels. Geronimo Energy representative Lee Bjerk provided further background on community solar gardens, how their program works and reviewed the subscription agreement. Cost savings for offsetting 99%, 79% and 59% of the city's average annual usage were compared for the proposed 25-year agreement, and it was noted Xcel Energy and the Public Utilities Commission set the length of the subscription agreements. Mr. Bjerk explained the city is eligible to offset up to 120% of its average annual usage (approximately 255,000 kWh); however, Geronimo Energy is recommending the city allocate 100% of its eligible usage to the solar garden program in order to retain future ability to pursue other green energy options. He explained the city will always receive a one cent per kWh rebate on this portion of the city's electric usage from Xcel even if the city's overall usage and/or Xcel rates fluctuate. Mayor St. Ores questioned entering into a 25-year agreement utilizing today's solar panel technology when the city may be able to invest with another company in the future that would result in more solar panel efficiency and savings as the technology improves. Discussion followed on the benefits of participating in a solar energy program without a major investment, whether the city should pursue its own solar panels, the potential to upgrade the city's allocation in the future, and the value of having oversight of the program by the Public Utilities Commission and vetting by the Metropolitan Council.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to authorize a Solar Garden Subscription Agreement with Geronimo Energy, LLC, and BHE Renewables, LLC, and the Metropolitan Council, and allocate 59% of the city's average annual usage to the solar garden program. Motion carried 4-1, with Mayor St. Ores voting nay.

NEW BUSINESS

2017 BUDGET PRESENTATION

Administrator Martin said the city's financial standing remains steady with consistent tax base growth and \$1,299,900 in new residential and commercial value added for the 2017 tax year. The city's positive earnings on its investments, averaging \$255,000 per year, also reduces reliance on the property tax levy. The 2017 budget shows modest increases in Local Government Aid, as well as fire service contracts, in response to call volume increases. The proposed budget for 2017 is \$2,856,235,

which is a decrease of \$33,026 (1.14%) from 2016, due to a reduction in staffing in the Building Department.

The general fund budget breakdown was reviewed, along with the budget accomplishments for each department. The Police Department responded to 3,360 calls in 2015 and accounts for 29.4% of the budget to provide 24/7 police service. The Fire Department responded to 1,234 calls in 2015 and continues on pace for another record year in 2016. The proposed Fire Department budget adheres to the mandatory 3% maximum increase allowed per the 15-year contracts with our service area partners. It also allows for a 3% cost of living increase for the members to \$13.39 per call/drill, the first increase since 2014. The Public Works Department budget allows for additional part-time staffing for increased park maintenance and repair, as well as funding for hiring a new full-time employee to begin succession planning for the Public Works Supervisor. Staff hopes to fill a new Public Works Director position by the end of 2016. He stated the city's health insurance renews in the fall, which allows for more favorable rates, budgeted at a 3-4% increase next year.

The 2017 budget includes significant changes in Planning, Zoning and Building Inspections with the retirement of the full-time Building Official and the transition to MNSPECT, a contracted service provider. The proposed budget reflects a reduction of approximately \$111,000 in staff costs and approximately a \$75,000 decrease in anticipated Building Department revenue, due to the contract with MNSPECT. The Library budget remains flat and maintains the \$165,000 general fund levy increase established in 2014. A review of the enterprise funds (water and sewer) shows modest budget increases to provide for succession planning in the Public Works Department and costs associated with the city's mandatory participation in the MS4 program related to the city's storm water system. There are no proposed increases to the utility rates. The city's long-range Capital Improvement Plan was reviewed, and it was noted the comprehensive analysis of the city's utility systems should be done in time for next year's building season. The proposed general fund levy has a 1.92% increase of \$20,529.

Mayor St. Ores reiterated that during budget workshops staff was given the direction to have the citywide street/utility analysis and GIS mapping completed as soon as possible to assess and prioritize future projects. Councilmembers want to ensure that homeowners and business owners have adequate time to understand the impact of projects on their properties and are able to plan accordingly. Residents can provide input on the preliminary budget by contacting City Hall or at the Truth in Taxation portion of the December 5 City Council meeting.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 16-10

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ESTABLISHING THE 2017 PRELIMINARY LEVY CERTIFICATION FOR THE CITY'S
GENERAL FUND AND LIBRARY FUND AT \$1,257,150.00**

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

Susan St. Ores – aye
Connie Carlson – aye

Dan Goldston – aye
Michele Hanson – aye

Patrick McGann – aye

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 16-11

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING THE PRELIMINARY CITY BUDGET FOR 2017**

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

Dan Goldston – aye

Patrick McGann – aye

Connie Carlson – aye

Michele Hanson – aye

Councilmember McGann introduced the following resolution and moved its adoption:

Resolution 16-12

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING THE PRELIMINARY CAPITAL IMPROVEMENT PLAN FOR 2017**

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

Susan St. Ores – aye

Dan Goldston – aye

Patrick McGann – aye

Connie Carlson – aye

Michele Hanson – aye

Mayor St. Ores stated that public input on the 2017 budget and levy will be heard at the December 5, 2016 City Council meeting.

COUNCIL LIAISON REPORTS

Councilmember Carlson reported on the August 16 Library Board meeting. The library will be participating in Derby Days on September 17 with a book sale, story time and scavenger hunt. The Library Foundation is sponsoring a “Books and Beer” fundraiser on September 24, 4:00-9:00 p.m., at the Lift Bridge Brewery in Stillwater. Speaker Doug Hoverson will talk about his new book *Land of Amber Waters* at 5:00 p.m. The next Library Board meeting is scheduled for September 20, 2016, 6:00 p.m., at the library.

Councilmember Goldston reported on the August 11 meeting of the Middle St. Croix Watershed Management Organization (MSCWMO), noting the organization is involved with multiple rain garden projects. The Perro Creek stormwater quality project to monitor phosphorus in the water is moving into phase 2.

Mayor St. Ores attended the recent ice cream social at Croixdale and the soft opening for The Wilder Scratch Kitchen, a new restaurant on 5th Avenue North.

STAFF/CITY ADMINISTRATOR REPORTS

Assistant Fire Chief Jason Severson reviewed the department’s monthly activity. The August call volume was 110, with a year-to-date total of 856. A local resident volunteer provided assistance with grant writing and applications resulting in grants of \$960 from the Minnesota Board of Firefighter Training and \$2500 from the Minnesota Department of Natural Resources. The renovations for the donated airboat should be complete by the end of October. In recognition of October’s designation as Fire Prevention Month, the department will host an open house at the new Fire Hall on Saturday, October 15, 9:00 a.m.-12:00 p.m. The Fire Department will also participate in the Public Safety Open House at the former Fire Hall on October 31.

Police Chief Eastman reviewed the department's past and upcoming events. She acknowledged the many generous donations that made Safety Camp and Night to Unite possible and thanked city staff and local residents and businesses for their ongoing support. The Police Department is partnering with the Fire Department to host the annual Public Safety Open House on Halloween from 5:00-7:00 p.m. She said officers will be patrolling the streets during Trick or Treat hours. She recognized Officer Cameron's due diligence with commercial vehicle inspections that resulted in pulling a dangerous truck out of service that had badly worn tires. She encouraged residents to sign up for Washington County's free Code Red alert system that will send messages to a person's cell or home phone. Bayport police officers will assist residents in setting up Code Red, if needed.

Public Works Supervisor Horak reviewed his written report. He reminded drivers to use extra caution while driving in the vicinity of Andersen Elementary School, now that school is back in session. He thanked the family of Mick and Helen Schultz for donating a bench in their memory. The bench will be placed at the new municipal parking lot which is near the site where Mick sold sweetcorn for many years. Mayor St. Ores asked if an automatic water meter reading system could be phased in over time, and Supervisor Horak indicated the new meters being installed are compatible with that technology. He said staff wants to give the new Public Works Director the opportunity to provide input on purchasing this new system.

Assistant City Administrator/Planner Taylor reviewed her written report. The city has contracted with Walker Appraisals to perform an appraisal for a potential land acquisition project with the Washington County Land and Water Legacy Program. The city engineer is working on a cost estimate to extend municipal water and sewer utilities to the parcels under consideration. Washington County is paying half of the appraisal cost, and the appraisal will be completed in mid-October. A City Council workshop is anticipated in November to review the appraisal and next steps for the potential project. Bayport had a 7% turnout for the Primary Election on August 9. The General Election is set for Tuesday, November 8, and Bayport's open seat for Mayor and two City Council seats will be on the ballot. Absentee ballots will be available beginning September 23 at the Washington County Government Center. She is working with Consultant Planner Dan Licht on a grant application to the Metropolitan Council for up to \$32,000 in grant funds to assist the city in completing the mandated 2040 Comprehensive Land Use Plan update. The September Planning Commission meeting has been cancelled and the next tentative meeting date is October 17.

Administrator Martin noted the achievements in Finance Officer Wanda Madsen's quarterly report, including her work with the city's transition to an outsourced payroll provider, ADP. He noted the municipal parking lot project is starting in the coming weeks and the lot will be closed for approximately one month during construction. Staff is working on finding a replacement for the group of professional bow hunters who assisted the city with deer culling efforts in the Point Road area and throughout the city.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Mayor St. Ores reminded everyone to join in the fun at Derby Days events on Saturday, September 17.
2. Councilmember Hanson recommended investigating implementation of a franchise fee to assist with costly street improvement projects, noting a small fee over a number of years would be easier for residents and businesses to budget for, rather than paying their assessed fee at the time of a major street repair.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember McGann to adjourn the meeting at 7:41 p.m. Motion carried 5-0.

City Administrator/Clerk

CITY OF BAYPORT

*Budget Control Summary

Current Period: SEPTEMBER 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 %Variance
FUND 101 GENERAL				
Revenue Accounts				
DEPT 0000 GENERAL GOVERNMENT	\$1,920,019.00	\$992,571.38	\$927,447.62	48.30%
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41240 RECYCLING	\$6,000.00	\$6,520.00	-\$520.00	-8.67%
DEPT 41600 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41602 CURB & SIDEWALK PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$104,000.00	\$84,753.81	\$19,246.19	18.51%
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	\$60,478.85	\$34,421.15	36.27%
DEPT 42200 FIRE PROTECTION	\$434,242.00	\$189,048.00	\$245,194.00	56.46%
DEPT 42201 FIRE STATION	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 STREET MAINT	\$7,000.00	\$1,552.50	\$5,447.50	77.82%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43141 STILLWATER SCH - BUS FACILI	\$0.00	\$5,000.00	-\$5,000.00	0.00%
DEPT 43200 PARKS	\$32,150.00	\$22,987.88	\$9,162.12	28.50%
DEPT 43201 PERRO PARK PROJECT/PLAN	\$0.00	\$3,500.00	-\$3,500.00	0.00%
DEPT 43300 CEMETERY	\$12,000.00	\$12,005.00	-\$5.00	-0.04%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
Total Revenue Accounts	\$2,610,311.00	\$1,378,417.42	\$1,231,893.58	47.19%
Expenditure Accounts				
DEPT 0000 GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41100 ELECTIONS	\$4,500.00	\$1,274.18	\$3,225.82	71.68%
DEPT 41200 MAYOR & COUNCIL	\$154,601.00	\$140,894.91	\$13,706.09	8.87%
DEPT 41240 RECYCLING	\$6,895.00	\$2,997.93	\$3,897.07	56.52%
DEPT 41400 ADMINISTRATION	\$161,041.00	\$74,320.90	\$86,720.10	53.85%
DEPT 41910 PLANNING & ZONING	\$252,853.00	\$121,738.08	\$131,114.92	51.85%
DEPT 41940 MUNICIPAL BUILDINGS	\$50,131.00	\$42,737.21	\$7,393.79	14.75%
DEPT 42100 POLICE	\$817,428.00	\$385,668.58	\$431,759.42	52.82%
DEPT 42200 FIRE PROTECTION	\$506,185.00	\$194,964.04	\$311,220.96	61.48%
DEPT 42201 FIRE STATION	\$0.00	\$55,398.22	-\$55,398.22	0.00%
DEPT 43100 STREET MAINT	\$312,784.00	\$108,625.69	\$204,158.31	65.27%
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 43141 STILLWATER SCH - BUS FACILI	\$0.00	\$363.38	-\$363.38	0.00%
DEPT 43160 STREET LIGHTING	\$31,750.00	\$19,136.43	\$12,613.57	39.73%
DEPT 43200 PARKS	\$65,126.00	\$38,238.83	\$26,887.17	41.28%
DEPT 43300 CEMETERY	\$7,475.00	\$2,654.33	\$4,820.67	64.49%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
Total Expenditure Accounts	\$2,370,769.00	\$1,189,446.56	\$1,181,322.4	49.83%

LM

CITY OF BAYPORT

09/27/16 3:38 PM

*Fund Summary -
Budget to Actual©

Page 1

SEPTEMBER 2016

	2016 YTD Budget	SEPTEMBER MTD Amount	2016 YTD Amount	2016 YTD Balance	2016 % YTD Budget
FUND 101 GENERAL					
Revenue	\$2,610,311.00	\$26,652.93	\$1,378,417.42	\$1,231,893.58	52.81%
Expenditure	\$2,370,769.00	\$42,363.18	\$1,189,446.56	\$1,181,322.44	50.17%
		<u>-\$15,710.25</u>	<u>\$188,970.86</u>		
FUND 102 STREET RECONSTRUCTION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 103 G O TIF BD FUND 1990 CAP PROJ					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$480.00	-\$480.00	0.00%
		<u>\$0.00</u>	<u>-\$480.00</u>		
FUND 106 TIF ECON DEV DIST 2					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1					
Revenue	\$0.00	\$0.00	\$22,520.93	-\$22,520.93	0.00%
Expenditure	\$0.00	\$0.00	\$20,268.84	-\$20,268.84	0.00%
		<u>\$0.00</u>	<u>\$2,252.09</u>		
FUND 200 FIRE EQUIPMENT REPLACEMENT FUN					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 201 D.A.R.E.					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 202 DRUG FORFEITURE					
Revenue	\$0.00	\$0.00	\$1,600.00	-\$1,600.00	0.00%
Expenditure	\$0.00	\$0.00	\$292.50	-\$292.50	0.00%
		<u>\$0.00</u>	<u>\$1,307.50</u>		
FUND 203 PUBLIC WORKS EQUIPMENT REPL					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 204 RECREATION CAP EQUIP & MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 205 TAX STABILIZATION FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

09/27/16 3:38 PM

Page 2

***Fund Summary -
Budget to Actual©**

SEPTEMBER 2016

	2016 YTD Budget	SEPTEMBER 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	\$2,000.00	\$14,000.00	-\$14,000.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$2,000.00	\$14,000.00		
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	\$1,096.98	\$205,078.03	\$90,721.97	69.33%
Expenditure	\$295,730.72	\$7,083.80	\$164,498.85	\$131,231.87	55.62%
		-\$5,986.82	\$40,579.18		
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	\$44,380.10	-\$44,380.10	0.00%
Expenditure	\$0.00	\$2,630.46	\$283,997.73	-\$283,997.73	0.00%
		-\$2,630.46	-\$239,617.63		
FUND 306 DEBT GO BOND 2015A \$2,025,000					
Expenditure	\$0.00	\$0.00	\$25,156.25	-\$25,156.25	0.00%
		\$0.00	-\$25,156.25		
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					

CITY OF BAYPORT

09/27/16 3:38 PM

Page 3

***Fund Summary -
Budget to Actual©**

SEPTEMBER 2016

	2016 YTD Budget	SEPTEMBER MTD Amount	2016 YTD Amount	2016 YTD Balance	2016 % YTD Budget
Revenue	\$0.00	\$0.00	\$120,631.66	-\$120,631.66	0.00%
Expenditure	\$0.00	\$65,281.49	\$1,466,071.65	-\$1,466,071.65	0.00%
		<u>-\$65,281.49</u>	<u>-\$1,345,439.99</u>		
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%
		<u>\$0.00</u>	<u>\$0.00</u>		
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%
		<u>\$0.00</u>	<u>\$0.00</u>		
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%
		<u>\$0.00</u>	<u>\$0.00</u>		
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%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 416 PERRO CREEK OUTLET					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 601 WATER					
Revenue	\$359,250.00	\$7,014.20	\$29,583.91	\$329,666.09	8.23%
Expenditure	\$526,458.00	\$10,419.30	\$233,306.13	\$293,151.87	44.32%
		<u>-\$3,405.10</u>	<u>-\$203,722.22</u>		
FUND 602 SEWER					
Revenue	\$640,000.00	\$1,600.00	\$5,556.94	\$634,443.06	0.87%
Expenditure	\$337,012.00	\$37,057.64	\$465,781.92	-\$128,769.92	138.21%
		<u>-\$35,457.64</u>	<u>-\$460,224.98</u>		
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%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 803 P & Z ESCROWS					
Revenue	\$0.00	\$0.00	\$9,403.47	-\$9,403.47	0.00%
Expenditure	\$0.00	\$1,923.87	\$7,545.91	-\$7,545.91	0.00%
		<u>-\$1,923.87</u>	<u>\$1,857.56</u>		
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%

CITY OF BAYPORT

09/27/16 3:38 PM

***Fund Summary -
Budget to Actual©**

Page 4

SEPTEMBER 2016

	2016 YTD Budget	SEPTEMBER MTD Amount	2016 YTD Amount	2016 YTD Balance	2016 % YTD Budget
		\$0.00	\$0.00		
Report Total		-\$128,395.63	-\$2,025,673.88		

CITY OF BAYPORT
REVENUE SUMMARY YTD THRU 09/30/2016

FUND	FUND Descr	2016 Budget	2016 YTD Amt	2016 % of Budget	2016 % of Budget Remain
FUND 101	GENERAL	\$2,610,311.00	\$1,378,417.42	52.81%	47.19%
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	\$22,520.93	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	\$14,000.00	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	\$205,078.03	69.33%	30.67%
FUND 300	ANDERSEN WINDOWS EQUIP GR	\$0.00	\$0.00	0.00%	0.00%
FUND 303	GO TIF BOND 1990 DEBT SERVIC	\$0.00	\$44,380.10	0.00%	0.00%
FUND 400	NEW FIRE STATION	\$0.00	\$120,631.66	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	\$29,583.91	8.23%	91.77%
FUND 602	SEWER	\$640,000.00	\$5,556.94	0.87%	99.13%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
FUND 803	P & Z ESCROWS	\$0.00	\$9,403.47	0.00%	0.00%
FUND 851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$3,905,361.00	\$1,831,172.46	46.89%	53.11%

CITY OF BAYPORT
MONTHLY RECEIPTS

09/27/16 3:40 PM
Page 1

Period Name: AUGUST

FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 101 GENERAL					
101	08/01/16	\$50.00	6266	LIQUOR - TEMP (PER DAY) Zawislak #326	R 101-00000-32100 BUSINES
101	08/23/16	\$50.00	6305	LIQUOR - TEMP (PER DAY) BCAL #2385	R 101-00000-32100 BUSINES
101	07/28/16	\$100.00	6253	GAMBLING PROCEEDS American Legion #	R 101-00000-32204 GAMBLIN
101	08/22/16	\$741.61	6331	GAMBLING PROCEEDS CK # 11870	R 101-00000-32204 GAMBLIN
101	08/02/16	\$2.00	6270	ELECTION - CANDIDATE FILE CASH - ST.	R 101-00000-33100 ADMINIS
101	08/03/16	\$2.00	6276	ELECTION - CANDIDATE FILE CASH - CAR	R 101-00000-33100 ADMINIS
101	08/03/16	\$2.00	6277	ELECTION - CANDIDATE FILE CASH - OCH	R 101-00000-33100 ADMINIS
101	08/10/16	\$2.00	6295	ELECTION - CANDIDATE FILE CASH - GOL	R 101-00000-33100 ADMINIS
101	08/11/16	\$2.00	6298	ELECTION - CANDIDATE FILE CASH - DEL	R 101-00000-33100 ADMINIS
101	08/16/16	\$2.00	6308	ELECTION - CANDIDATE FILE CASH - BUC	R 101-00000-33100 ADMINIS
101	08/24/16	\$40.00	6309	ADMINISTRATIVE FEES Church of St. Char	R 101-00000-33100 ADMINIS
101	07/29/16	\$30.00	6261	ASSESSMENT SEARCH CK # 2408	R 101-00000-34105 USER FEE
101	07/29/16	\$30.00	6261	ASSESSMENT SEARCH CK # 2408	R 101-00000-34105 USER FEE
101	08/04/16	\$30.00	6262	ASSESSMENT SEARCH CK # 2475	R 101-00000-34105 USER FEE
101	08/10/16	\$30.00	6282	ASSESSMENT SEARCH CK # 2418	R 101-00000-34105 USER FEE
101	08/12/16	\$30.00	6288	ASSESSMENT SEARCH CK # 96756	R 101-00000-34105 USER FEE
101	08/12/16	\$30.00	6314	ASSESSMENT SEARCH CK # 2521	R 101-00000-34105 USER FEE
101	08/12/16	\$15.00	6317	ASSESSMENT SEARCH CK # 2501	R 101-00000-34105 USER FEE
101	08/12/16	\$15.00	6317	ASSESSMENT SEARCH CK # 2503	R 101-00000-34105 USER FEE
101	08/22/16	\$30.00	6325	ASSESSMENT SEARCH CK # 2570	R 101-00000-34105 USER FEE
101	08/09/16	\$1.00	6235	PLUMBING SURCHARGE - RESIDENTIAL N	G 101-20104 STATE SURCHA
101	07/28/16	\$1.00	6258	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	08/01/16	\$1.00	6263	PLUMBING SURCHARGE - RESIDENTIAL H	G 101-20104 STATE SURCHA
101	08/10/16	\$1.00	6271	PLUMBING SURCHARGE - RESIDENTIAL D	G 101-20104 STATE SURCHA
101	08/03/16	\$14.94	6272	BUILDING SURCHARGE WS&D Permit Serv	G 101-20104 STATE SURCHA
101	08/04/16	\$1.00	6279	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	08/17/16	\$0.75	6281	BUILDING SURCHARGE BP2016-55 - CAS	G 101-20104 STATE SURCHA
101	08/17/16	\$1.00	6281	PLUMBING SURCHARGE - RESIDENTIAL P	G 101-20104 STATE SURCHA
101	08/17/16	\$2.00	6281	BUILDING SURCHARGE BP2016-56 - CAS	G 101-20104 STATE SURCHA
101	08/17/16	\$0.80	6281	BUILDING SURCHARGE BP2016-54 - CAS	G 101-20104 STATE SURCHA
101	08/10/16	\$1.00	6292	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	08/22/16	\$0.75	6326	STATE SURCHARGE - COMMERCIAL Fire P	G 101-20104 STATE SURCHA
101	08/22/16	\$2.75	6327	BUILDING SURCHARGE Budget Exteriors	G 101-20104 STATE SURCHA
101	08/25/16	\$1.00	6335	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	08/24/16	\$4.86	6336	BUILDING SURCHARGE WS&d PERMIT SE	G 101-20104 STATE SURCHA
101	08/25/16	\$2.10	6337	BUILDING SURCHARGE	G 101-20104 STATE SURCHA
101	07/28/16	\$7.13	6255	State Sales Tax Ochs #3024	G 101-20603 SALES TAX PAY
101	07/28/16	\$1.78	6257	State Sales Tax CASH - Gary Swager	G 101-20603 SALES TAX PAY
101	07/28/16	\$1.78	6259	State Sales Tax CASH - CONROY	G 101-20603 SALES TAX PAY
101	08/08/16	\$1.66	6260	State Sales Tax CK # 6634044	G 101-20603 SALES TAX PAY
101	08/01/16	\$0.11	6264	State Sales Tax CASH	G 101-20603 SALES TAX PAY
101	08/01/16	\$1.78	6267	State Sales Tax Beale #4862	G 101-20603 SALES TAX PAY
101	08/01/16	\$14.25	6268	State Sales Tax Levy #2286	G 101-20603 SALES TAX PAY
101	08/01/16	\$5.34	6268	State Sales Tax Levy #2287	G 101-20603 SALES TAX PAY
101	08/03/16	\$14.25	6274	State Sales Tax D'Lass Dent Company #61	G 101-20603 SALES TAX PAY
101	08/11/16	\$5.34	6275	State Sales Tax Bradaric #223	G 101-20603 SALES TAX PAY
101	08/16/16	\$7.13	6278	State Sales Tax Roeller #1936	G 101-20603 SALES TAX PAY
101	08/04/16	\$0.27	6280	State Sales Tax LexisNexis #596758241	G 101-20603 SALES TAX PAY
101	08/08/16	\$1.78	6283	State Sales Tax Kamps #10428	G 101-20603 SALES TAX PAY
101	08/08/16	\$5.34	6284	State Sales Tax Ginter #1256	G 101-20603 SALES TAX PAY
101	08/08/16	\$5.34	6285	State Sales Tax CASH - DIETHERT	G 101-20603 SALES TAX PAY
101	08/22/16	\$1.76	6293	State Sales Tax Pony Preschool #3740	G 101-20603 SALES TAX PAY

**CITY OF BAYPORT
MONTHLY RECEIPTS**

09/27/16 3:40 PM
Page 2

Period Name: AUGUST

FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	08/18/16	\$5.32	6296	State Sales Tax CASH	G 101-20603 SALES TAX PAY
101	08/11/16	\$1.78	6297	State Sales Tax CASH - DAVID SPARKS	G 101-20603 SALES TAX PAY
101	08/11/16	\$7.18	6300	State Sales Tax Shives #5299	G 101-20603 SALES TAX PAY
101	08/15/16	\$5.34	6304	State Sales Tax Miesen #17349	G 101-20603 SALES TAX PAY
101	08/12/16	\$2,358.00	6316	SALES & USE TAX REFUND CK # 5668113	G 101-20603 SALES TAX PAY
101	08/23/16	\$0.66	6319	State Sales Tax CK # 6339	G 101-20603 SALES TAX PAY
101	08/23/16	\$0.67	6319	State Sales Tax CK # 5758	G 101-20603 SALES TAX PAY
101	08/23/16	\$0.67	6319	State Sales Tax CK # 19776	G 101-20603 SALES TAX PAY
101	08/18/16	\$0.11	6322	State Sales Tax CASH - STALOCH	G 101-20603 SALES TAX PAY
101	08/22/16	\$5.34	6324	State Sales Tax Thoennes #1017	G 101-20603 SALES TAX PAY
101	08/23/16	\$7.92	6332	State Sales Tax CASH	G 101-20603 SALES TAX PAY
101	08/25/16	\$17.81	6338	State Sales Tax PHILLIPS #9455	G 101-20603 SALES TAX PAY
101	08/08/16	\$69.89	6254	HEALTH PARTNERS CK # 0034150116	G 101-27109 HEALTH PARTN
101	08/08/16	\$75.00	6254	HEALTH SAVING ACCT. CK # 0034150116	G 101-27122 H S A
101	08/11/16	\$50.00	6302	CONTRACTOR LICENSE - SPECIALTY A Cu	R 101-41910-32100 BUSINES
101	08/25/16	\$50.00	6310	CONTRACTOR LICENSE - SPECIALTY Albr	R 101-41910-32100 BUSINES
101	08/25/16	\$50.00	6335	CONTRACTOR LICENSE - SPECIALTY Und	R 101-41910-32100 BUSINES
101	07/28/16	\$25.00	6243	SIGN PERMIT - TEMPORARY CASH - JANE	R 101-41910-32200 NONBUSI
101	07/28/16	\$25.00	6256	DUMPSTER/BULK CONTAINER CASH - H.	R 101-41910-32200 NONBUSI
101	08/01/16	\$25.00	6265	SIGN PERMIT - TEMPORARY Bayport Mari	R 101-41910-32200 NONBUSI
101	08/09/16	\$80.00	6291	SIGN PERMIT - PERMANENT MAINSTREE	R 101-41910-32200 NONBUSI
101	08/09/16	\$37.00	6291	SIGN PERMIT - PERMANENT MAINSTREE	R 101-41910-32200 NONBUSI
101	08/11/16	\$25.00	6299	DUMPSTER/BULK CONTAINER Bliss #102	R 101-41910-32200 NONBUSI
101	08/16/16	\$35.44	6306	SIGN PERMIT - PERMANENT	R 101-41910-32200 NONBUSI
101	08/16/16	\$33.16	6306	SIGN PERMIT - PERMANENT Andersen Co	R 101-41910-32200 NONBUSI
101	08/25/16	\$43.12	6310	SIGN PERMIT - PERMANENT	R 101-41910-32200 NONBUSI
101	08/18/16	\$25.00	6321	SIGN PERMIT - TEMPORARY People's Chu	R 101-41910-32200 NONBUSI
101	08/18/16	\$25.00	6321	SIGN PERMIT - TEMPORARY People's Chu	R 101-41910-32200 NONBUSI
101	08/18/16	\$25.00	6321	SIGN PERMIT - TEMPORARY People's Chu	R 101-41910-32200 NONBUSI
101	08/18/16	\$25.00	6321	SIGN PERMIT - TEMPORARY People's Chu	R 101-41910-32200 NONBUSI
101	08/18/16	\$25.00	6321	SIGN PERMIT - TEMPORARY People's Chu	R 101-41910-32200 NONBUSI
101	08/18/16	\$25.00	6321	SIGN PERMIT - TEMPORARY People's Chu	R 101-41910-32200 NONBUSI
101	08/25/16	\$25.00	6337	DUMPSTER/BULK CONTAINER CASH - CO	R 101-41910-32200 NONBUSI
101	08/03/16	\$466.75	6272	BUILDING PERMIT WS&D Permit Service	R 101-41910-32210 BUILDIN
101	08/17/16	\$103.25	6281	BUILDING PERMIT BP2016-56 - CASH - S	R 101-41910-32210 BUILDIN
101	08/17/16	\$57.50	6281	BUILDING PERMIT BP2016-55 - CASH - S	R 101-41910-32210 BUILDIN
101	08/17/16	\$60.75	6281	BUILDING PERMIT BP2016-54 - CASH - S	R 101-41910-32210 BUILDIN
101	08/22/16	\$37.38	6326	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	08/22/16	\$132.75	6327	BUILDING PERMIT Budget Exteriors #796	R 101-41910-32210 BUILDIN
101	08/24/16	\$191.75	6336	BUILDING PERMIT WS&d PERMIT SERVIC	R 101-41910-32210 BUILDIN
101	08/25/16	\$118.00	6337	BUILDING PERMIT	R 101-41910-32210 BUILDIN
101	08/09/16	\$79.00	6235	PLUMBING PERMIT - RESIDENTIAL North	R 101-41910-32220 PLUMBIN
101	08/01/16	\$79.00	6263	PLUMBING PERMIT - RESIDENTIAL Hanse	R 101-41910-32220 PLUMBIN
101	08/10/16	\$79.00	6271	PLUMBING PERMIT - RESIDENTIAL Derric	R 101-41910-32220 PLUMBIN
101	08/17/16	\$79.00	6281	PLUMBING PERMIT - RESIDENTIAL PL201	R 101-41910-32220 PLUMBIN
101	07/28/16	\$79.00	6258	MECHANICAL PERMIT - RESIDENTIAL And	R 101-41910-32230 MECHANI
101	08/04/16	\$79.00	6279	MECHANICAL PERMIT - RESIDENTIAL Apo	R 101-41910-32230 MECHANI
101	08/10/16	\$79.00	6292	MECHANICAL PERMIT - RESIDENTIAL Apo	R 101-41910-32230 MECHANI
101	08/22/16	\$57.50	6326	MECHANICAL PERMIT - COMMERCIAL Fire	R 101-41910-32230 MECHANI
101	08/25/16	\$79.00	6335	MECHANICAL PERMIT - RESIDENTIAL	R 101-41910-32230 MECHANI
101	08/19/16	\$3,524.37	6294	BUILDING INSPECTIONS (LAKE ST. CROI	R 101-41910-34103 LAKELAN
101	08/22/16	\$120.00	6333	POLICE - SPECIAL DUTIES CK # 1002481	E 101-42100-103 SPECIAL DU
101	08/30/16	\$2,501.29	16931	LAW ENF TRNG REIM 2016	E 101-42100-103 SPECIAL DU
101	08/03/16	\$20.00	6273	PET LICENSE - SPAY/NEUT	R 101-42100-32240 ANIMAL F
101	08/16/16	\$10.00	6307	PET LICENSE - SPAY/NEUT Stoerzinger #8	R 101-42100-32240 ANIMAL F

CITY OF BAYPORT
MONTHLY RECEIPTS

Period Name: AUGUST

FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	08/23/16	\$10.00	6334	PET LICENSE - SPAY/NEUT CASH - Spree	R 101-42100-32240 ANIMAL F
101	08/11/16	\$125.00	6301	POLICE ADMINISTRATIVE FEES MN Repos	R 101-42100-33100 ADMINIS
101	08/01/16	\$1.50	6264	POLICE REPORTS CASH	R 101-42100-34201 POLICE A
101	08/04/16	\$3.73	6280	POLICE REPORTS LexisNexis #596758241	R 101-42100-34201 POLICE A
101	08/18/16	\$1.50	6322	POLICE REPORTS CASH - STALOCH	R 101-42100-34201 POLICE A
101	08/30/16	\$3,569.07	16930	JUL 2016 TRIAL COURT	R 101-42100-35101 COURT FI
101	08/18/16	\$300.00	6286	NITE TO UNITE (DONATIONS) J.G. Hause	R 101-42100-36231 DONATIO
101	08/30/16	\$960.00	16931	FIREFIGHTER TRNG & ED REIMB	E 101-42200-105 FIRE RUNS,
101	08/12/16	\$483.86	6318	FIRE PROTECTION PERMITS CK # 60322	R 101-42200-32200 NONBUSTI
101	08/08/16	\$23.34	6260	FIRE REPORTS CK # 6634044	R 101-42200-34105 USER FEE
101	07/28/16	\$100.00	6255	BEACHHOUSE - RESIDENT(FRI-SUN) Ochs	R 101-43200-34780 PARK FEE
101	07/28/16	\$25.00	6257	BOAT TRAILER PARKING PERMIT CASH -	R 101-43200-34780 PARK FEE
101	07/28/16	\$25.00	6259	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	08/01/16	\$25.00	6267	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	08/01/16	\$75.00	6268	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	08/01/16	\$200.00	6268	BEACH HOUSE - NONRESIDENT(FRI-SUN)	R 101-43200-34780 PARK FEE
101	08/03/16	\$200.00	6274	BEACH HOUSE - NONRESIDENT(FRI-SUN)	R 101-43200-34780 PARK FEE
101	08/11/16	\$75.00	6275	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	08/16/16	\$100.00	6278	BEACHHOUSE - RESIDENT(FRI-SUN) Roell	R 101-43200-34780 PARK FEE
101	08/08/16	\$25.00	6283	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	08/08/16	\$75.00	6284	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	08/08/16	\$75.00	6285	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	08/22/16	\$24.74	6293	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	08/18/16	\$75.00	6296	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	08/11/16	\$25.00	6297	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	08/11/16	\$100.00	6300	BEACHHOUSE - RESIDENT(FRI-SUN) Shiv	R 101-43200-34780 PARK FEE
101	08/15/16	\$75.00	6304	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	08/23/16	\$9.34	6319	BOAT TRAILER PARKING PERMIT CK # 57	R 101-43200-34780 PARK FEE
101	08/23/16	\$9.32	6319	BOAT TRAILER PARKING PERMIT CK # 63	R 101-43200-34780 PARK FEE
101	08/23/16	\$9.34	6319	BOAT TRAILER PARKING PERMIT CK # 19	R 101-43200-34780 PARK FEE
101	08/22/16	\$75.00	6324	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	08/23/16	\$111.09	6332	BOAT TRAILER PARKING PERMIT CASH	R 101-43200-34780 PARK FEE
101	08/25/16	\$250.00	6338	BEACH HOUSE - NONRESIDENT(FRI-SUN)	R 101-43200-34780 PARK FEE
101	08/22/16	\$300.00	6303	CEMETERY - OPEN/CLOSE GRAVE - CREM	R 101-43300-34940 CEMETER

FUND 101 GENER \$20,105.13

FUND 202 DRUG FORFEITURE

202	07/29/16	\$150.00	6247	POLICE DEPT. DRUG FOR (REFUNDS & RE	E 202-42101-449 DRUG FORF
-----	----------	----------	------	-------------------------------------	---------------------------

FUND 202 DRUG \$150.00

FUND 206 WATER/SEWER IMPROVEMENT FUND

206	08/09/16	\$74.03	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/09/16	\$24.70	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/09/16	\$46.45	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/09/16	\$19.86	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	08/09/16	\$248.67	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/09/16	\$1.14	0	UB Receipt Serv 28 TRUNK W/IND	G 206-12103 A/R GEN BILLIN
206	08/09/16	\$15.76	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	08/09/16	\$457.14	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/09/16	\$30.38	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	09/02/16	\$18.00	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/25/16	\$18.60	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/25/16	\$1.20	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	08/25/16	\$7.44	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN

**CITY OF BAYPORT
MONTHLY RECEIPTS**

Period Name: AUGUST

FUN	Tran Date	Amount	Refer	Comments	Account Descr
206	08/25/16	\$1.20	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	08/25/16	\$27.40	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/17/16	\$100.23	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/17/16	\$34.05	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/17/16	\$33.88	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/17/16	\$6.00	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/17/16	\$3.51	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/25/16	\$14.07	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/17/16	\$2.40	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	09/02/16	\$3.30	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/17/16	\$2.40	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	08/17/16	\$50.30	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	09/02/16	\$3.51	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/25/16	\$13.50	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/25/16	\$10.94	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	09/02/16	\$14.16	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/17/16	\$132.38	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
FUND 206 WATE		\$1,416.60			
FUND 211 LIBRARY					
211	08/12/16	\$3.00	6287	LIBRARY SERVICE CHARGE CK # 134	R 211-45500-34760 LIBRARY
211	08/12/16	\$60.00	6287	LIBRARY SERVICE CHARGE CASH	R 211-45500-34760 LIBRARY
211	08/12/16	\$16.00	6287	LIBRARY SERVICE CHARGE CK # 0103	R 211-45500-34760 LIBRARY
211	08/12/16	\$3.90	6287	LIBRARY SERVICE CHARGE CK # 9246	R 211-45500-34760 LIBRARY
211	08/12/16	\$130.00	6312	LIBRARY RENT CK # 10023031	R 211-45500-36220 RENTAL I
211	08/19/16	\$75.00	6330	LIBRARY RENT CK # 318222	R 211-45500-36220 RENTAL I
211	08/12/16	\$20.00	6311	LIBRARY DONATIONS CASH	R 211-45500-36230 DONATIO
211	08/19/16	\$65,000.00	6315	LIBRARY GRANTS CK # 9364	R 211-45500-36233 GRANTS
211	08/12/16	\$120.00	6313	LIBRARY REFUNDS & REIMB. PROF FEES	R 211-45500-36240 REFUNDS
211	08/12/16	\$202.16	6313	LIBRARY REFUNDS & REIMB. PROF FEES	R 211-45500-36240 REFUNDS
FUND 211 LIBRA		\$65,630.06			
FUND 601 WATER					
601	08/09/16	\$28.74	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/17/16	\$20.00	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	08/25/16	\$10.00	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	09/02/16	\$2.50	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/17/16	\$3.18	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	08/25/16	\$1.59	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	08/09/16	\$845.37	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/25/16	\$104.18	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/25/16	\$4.55	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/25/16	\$416.92	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/25/16	\$2.50	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	08/09/16	\$688.15	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/17/16	\$1,819.87	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/25/16	\$5.02	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/17/16	\$38.68	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/25/16	\$3.21	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/09/16	\$14.23	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/25/16	\$214.95	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/17/16	\$535.12	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/09/16	\$163.91	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	09/02/16	\$7.50	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING

**CITY OF BAYPORT
MONTHLY RECEIPTS**

Period Name: AUGUST

FUN	Tran Date	Amount	Refer	Comments	Account Descr
601	09/02/16	\$230.84	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	09/02/16	\$38.56	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/09/16	\$6,355.99	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/17/16	\$2.50	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	08/09/16	\$197.72	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	08/17/16	\$15.00	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/09/16	\$6.58	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	08/17/16	\$227.51	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/17/16	\$4.15	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/09/16	\$4.77	0	UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	08/10/16	\$1,200.00	6271	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	08/10/16	\$350.00	6271	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	08/25/16	\$12.68	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	08/17/16	\$55.13	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	08/25/16	\$45.00	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	08/09/16	\$165.72	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	08/09/16	\$152.28	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	09/02/16	\$85.66	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
FUND 601 WATE		\$14,080.26			
FUND 602 SEWER					
602	08/25/16	\$10.00	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	08/25/16	\$5.02	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/09/16	\$6.58	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	08/25/16	\$2.50	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	08/09/16	\$270.20	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/09/16	\$118.62	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/09/16	\$8.72	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/25/16	\$81.74	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/09/16	\$2,787.66	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/09/16	\$221.66	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	09/02/16	\$38.35	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	09/02/16	\$159.60	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/30/16	\$21,685.52	0	UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLING
602	08/17/16	\$391.59	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/17/16	\$12.62	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/17/16	\$38.35	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/17/16	\$2.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/17/16	\$1,137.00	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/17/16	\$2.50	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	08/17/16	\$419.20	0	UB Receipt Serv 11 NSP SEWER	G 602-14602 SEWER BILLING
602	08/09/16	\$339.47	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	09/02/16	\$2.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	09/02/16	\$7.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/17/16	\$20.00	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	08/25/16	\$5.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/25/16	\$151.50	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/25/16	\$124.92	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/25/16	\$5.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/09/16	\$10.13	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/17/16	\$36.27	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
FUND 602 SEWER		\$28,102.22			

CITY OF BAYPORT
MONTHLY RECEIPTS
Period Name: AUGUST

FUN	Tran Date	Amount	Refer	Comments	Account Descr
		\$129,484.27			

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 09/30/2016

9 Month = 75.06

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	\$1,274.18	\$3,225.82	71.68%
41200	MAYOR & COUNCIL	\$154,601.00	\$140,894.91	\$13,706.09	8.87%
41240	RECYCLING	\$6,895.00	\$2,997.93	\$3,897.07	56.52%
41400	ADMINISTRATION	\$161,041.00	\$74,320.90	\$86,720.10	53.85%
41910	PLANNING & ZONING	\$252,853.00	\$121,738.08	\$131,114.92	51.85%
41940	MUNICIPAL BUILDINGS	\$50,131.00	\$42,737.21	\$7,393.79	14.75%
42100	POLICE	\$817,428.00	\$385,668.58	\$431,759.42	52.82%
42200	FIRE PROTECTION	\$506,185.00	\$194,964.04	\$311,220.96	61.48%
42201	FIRE STATION	\$0.00	\$55,398.22	-\$55,398.22	0.00%
43100	STREET MAINT	\$312,784.00	\$108,625.69	\$204,158.31	65.27%
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%
43141	STILLWATER SCH - BUS FACILIT	\$0.00	\$363.38	-\$363.38	0.00%
43160	STREET LIGHTING	\$31,750.00	\$19,136.43	\$12,613.57	39.73%
43200	PARKS	\$65,126.00	\$38,238.83	\$26,887.17	41.28%
43300	CEMETERY	\$7,475.00	\$2,654.33	\$4,820.67	64.49%
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 101 GENERAL		\$2,370,769.00	\$1,189,446.56	\$1,181,322.44	49.83%
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	\$164,498.85	\$131,231.87	44.38%
FUND 211 LIBRARY		\$295,730.72	\$164,498.85	\$131,231.87	44.38%
FUND 306 DEBT GO BOND 2015A \$2,025,000					
41903	DEBT SERVICE	\$0.00	\$25,156.25	-\$25,156.25	0.00%
FUND 306 DEBT GO BOND 2015A \$2,025,0		\$0.00	\$25,156.25	-\$25,156.25	0.00%
FUND 400 NEW FIRE STATION					
42201	FIRE STATION	\$0.00	\$1,466,071.65	-\$1,466,071.65	0.00%
FUND 400 NEW FIRE STATION		\$0.00	\$1,466,071.65	-\$1,466,071.65	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 09/30/2016

9 Month = 75.06

DEPT	DEPT Descr	2016 Budget	2016 YTD Amt	Balance	2016 % of Budget Remain
FUND 412 CEMETERY CAPITAL IMPROV					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43300	CEMETERY	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 CEMETERY CAPITAL IMPROV		\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND					
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	\$48,088.86	\$4,561.14	8.66%
46120	WATER	\$473,808.00	\$185,217.27	\$288,590.73	60.91%
FUND 601 WATER		\$526,458.00	\$233,306.13	\$293,151.87	55.68%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$337,012.00	\$121,567.32	\$215,444.68	63.93%
46990	SEWER - NON-OPERATING	\$0.00	\$344,214.60	-\$344,214.60	0.00%
FUND 602 SEWER		\$337,012.00	\$465,781.92	-\$128,769.92	-38.21%
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					

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 09/30/2016

09/27/16 3:43 PM
Page 3

9 Month = 75.06

DEPT	DEPT Descr	2016 Budget	2016 YTD Amt	Balance	2016 % of Budget Remain
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%
80001	ANDERSEN ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80003	BAYTOWN ANNEXATION	\$0.00	\$0.00	\$0.00	0.00%
80006	OSTERTAG VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
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	\$360.02	-\$360.02	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%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 09/30/2016

9 Month = 75.06

DEPT	DEPT Descr	2016 Budget	2016 YTD Amt	Balance	2016 % of Budget Remain
80054	LYNN MOST	\$0.00	\$0.00	\$0.00	0.00%
80055	MATTAMY MN PARTNERSHIP	\$0.00	\$7,185.89	-\$7,185.89	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%
FUND 803 P & Z ESCROWS		\$0.00	\$7,545.91	-\$7,545.91	0.00%
		\$3,529,969.72	\$3,551,807.27	-\$21,837.55	-0.62%

CITY OF BAYPORT
MONTHLY EXPENSES 7573-7659

09/27/16 3:45 PM
Page 1

Period Name: SEPTEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL									
DEPT 00000 GENERAL GOVERNMENT									
ECKBERG LAMMERS	101	09/27/16	\$0.00	E	00000	400	AUG 2016 SERVICES	USE OF PERSONA	007616
DEPT 00000 GENERAL GOVERNMENT			\$0.00						
DEPT 41100 ELECTIONS									
ELECTION SYSTEMS & SO	101	09/26/16	\$38.75	E	41100	220	TRANSFER CASES/ELECT	OPERATING SUPP	007620
DEPT 41100 ELECTIONS			\$38.75						
DEPT 41200 MAYOR & COUNCIL									
ECKBERG LAMMERS	101	09/27/16	\$502.75	E	41200	300	GENERAL MATTERS	PROF SER-LEGAL	007616
ECKBERG LAMMERS	101	09/27/16	\$62.00	E	41200	300	636 MN STREET	PROF SER-LEGAL	007616
ECKBERG LAMMERS	101	09/27/16	\$250.00	E	41200	300	ATTEND CC MTG	PROF SER-LEGAL	007616
S E H	101	09/27/16	\$7.56	E	41200	301	CC STAFF MTG	PROF SER-ENGIN	007644
S E H	101	09/27/16	\$89.51	E	41200	301	PARALLEL PARKING DIM	PROF SER-ENGIN	007644
S E H	101	09/27/16	\$65.06	E	41200	301	CC MTG	PROF SER-ENGIN	007644
ADP, LLC	101	09/14/16	\$22.45	E	41200	302	PAYROLL BUNDLE	CONTRACT SERVI	007587
ADP, LLC	101	09/14/16	\$17.82	E	41200	302	PAYROLL BUNDLE	CONTRACT SERVI	007587
SCHLENNER WENNER & C	101	09/08/16	\$142.80	E	41200	306	PAYROLL MATTERS	PROF SER-OTHER	007582
COMPLETE HEALTH ENVI	101	09/26/16	\$370.00	E	41200	306	AUG 2016 MAINT PLAN	PROF SER-OTHER	007612
TAYLOR, SARA	101	09/27/16	\$279.72	E	41200	402	JAN - SEPT 20, 2016 REI	CONFERENCES &	007651
LEAGUE OF MINNESOTA C	101	09/14/16	\$3,981.00	E	41200	433	MAYOR DUES/CITY DUES	DUES & MEMBERS	007591
LEAGUE OF MINNESOTA C	101	09/14/16	\$30.00	E	41200	433	2016-2017 ANNUAL DUE	DUES & MEMBERS	007591
DEPT 41200 MAYOR & COUNCIL			\$5,820.67						
DEPT 41400 ADMINISTRATION									
ADP, LLC	101	09/14/16	\$17.80	E	41400	302	PAYROLL BUNDLE	CONTRACT SERVI	007587
ADP, LLC	101	09/14/16	\$22.45	E	41400	302	PAYROLL BUNDLE	CONTRACT SERVI	007587
SCHLENNER WENNER & C	101	09/08/16	\$142.80	E	41400	306	PAYROLL MATTERS	PROF SER-OTHER	007582
TAYLOR, SARA	101	09/27/16	\$83.70	E	41400	400	FEB - SEPT 21ST 2016 R	USE OF PERSONA	007651
TR COMPUTER SALES LLC	101	09/26/16	\$97.50	E	41400	416	MTHLY DATTO STORAGE	REPAIR/MAINT OF	007655
TR COMPUTER SALES LLC	101	09/26/16	\$20.25	E	41400	416	COMPUTER CONSULTAN	REPAIR/MAINT OF	007655
DEPT 41400 ADMINISTRATION			\$384.50						
DEPT 41910 PLANNING & ZONING									
S E H	101	09/27/16	\$805.47	E	41910	301	COMPL PLAN UPDATE GR	PROF SER-ENGIN	007644
S E H	101	09/27/16	\$69.82	E	41910	301	SCHNEIDER/MCPHERSO	PROF SER-ENGIN	007644
S E H	101	09/27/16	\$55.56	E	41910	301	515 LAKESIDE DRIVE	PROF SER-ENGIN	007644
ADP, LLC	101	09/14/16	\$17.80	E	41910	306	PAYROLL BUNDLE	PROF SER-OTHER	007587
ADP, LLC	101	09/14/16	\$22.45	E	41910	306	PAYROLL BUNDLE	PROF SER-OTHER	007587
THE PLANNING COMPANY	101	09/26/16	\$350.00	E	41910	306	COMP PLAN GRANT APPL	PROF SER-OTHER	007652
APMP	101	09/08/16	\$280.00	E	41910	402	REGISTRATION/SARA TA	CONFERENCES &	007573
TR COMPUTER SALES LLC	101	09/26/16	\$81.25	E	41910	416	MTHLY DATTO STORAGE	REPAIR/MAINT OF	007655
TR COMPUTER SALES LLC	101	09/26/16	\$16.87	E	41910	416	COMPUTER CONSULTAN	REPAIR/MAINT OF	007655
DEPT 41910 PLANNING & ZONING			\$1,699.22						
DEPT 41940 MUNICIPAL BUILDINGS									
COMCAST	101	09/26/16	\$70.92	E	41940	321	OCT 2016 HIGH-SPEED I	COMMUNICATION	007611
OFFICE OF ENT TECHNOL	101	09/26/16	\$588.29	E	41940	321	AUG 2016 PHONES/CITY	COMMUNICATION	007640
COMCAST	101	09/26/16	\$10.00	E	41940	321	OCT 2016 HIGHSPEED IN	COMMUNICATION	007611
XCEL	101	09/08/16	\$684.61	E	41940	380	JUL/AUG 2016 GAS & EL	ELECTRIC SERVIC	007586
XCEL	101	09/08/16	\$131.79	E	41940	381	JUL/AUG 2016 GAS & EL	FUEL FOR HEAT	007586
JOHNNY S TV	101	09/26/16	\$35.00	E	41940	420	CABLE/COUNCIL CHAMB	R & M BLDGS, ST	007629
DEPT 41940 MUNICIPAL BUILDING			\$1,520.61						
DEPT 42100 POLICE									

CITY OF BAYPORT
MONTHLY EXPENSES 7573-7659

Period Name: SEPTEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
WASHINGTON COUNTY S	101	09/08/16	\$1,292.02	E	42100	212	AUG 2016 MTHLY FUEL/P	MOTOR FUELS & L	007585
ECKBERG LAMMERS	101	09/08/16	\$2,516.11	E	42100	300	AUG 2016 PROSECUTION	PROF SER-LEGAL	007576
BCA	101	09/08/16	\$15.00	E	42100	306	BACKGROUND - PURNIC	PROF SER-OTHER	007574
ADP, LLC	101	09/14/16	\$17.80	E	42100	306	PAYROLL BUNDLE	PROF SER-OTHER	007587
SCHLENNER WENNER & C	101	09/08/16	\$142.80	E	42100	306	PAYROLL MATTERS	PROF SER-OTHER	007582
SCHLENNER WENNER & C	101	09/08/16	\$142.80	E	42100	306	PAYROLL MATTERS	PROF SER-OTHER	007582
ADP, LLC	101	09/14/16	\$22.45	E	42100	306	PAYROLL BUNDLE	PROF SER-OTHER	007587
THOMAS REUTERS - WES	101	09/14/16	\$178.50	E	42100	321	AUG 2016 INFO CHGS/P	COMMUNICATION	007594
VERIZON WIRELESS	101	09/14/16	\$105.03	E	42100	321	AUG 2016 MTHLY CHGS/	COMMUNICATION	007597
VERIZON WIRELESS	101	09/08/16	\$132.83	E	42100	321	JUL 27 - AUG 26, 2016 P	COMMUNICATION	007584
MILLER, JOHN	101	09/26/16	\$40.19	E	42100	403	MILEAGE REIMBURSEME	POLICE TRAINING	007634
EMERGENCY AUTOMOTIV	101	09/14/16	\$85.00	E	42100	412	DODGE CHARGER REPAI	REP & MAINT VEH	007588
SODERSTROM, PETE	101	09/08/16	\$13.92	E	42100	412	REIMBURSEMENT O'REIL	REP & MAINT VEH	007583
BAYPORT TRANSMISSION	101	09/22/16	\$618.12	E	42100	412	2005 HYUNDA/POLICE D	REP & MAINT VEH	007605
FURY DODGE CHRYSLER	101	09/08/16	\$42.90	E	42100	412	2015 DODGE CHARGER/	REP & MAINT VEH	007578
TR COMPUTER SALES LLC	101	09/26/16	\$81.25	E	42100	416	MTHLY DATTO STORAGE	REPAIR/MAINT OF	007655
TR COMPUTER SALES LLC	101	09/26/16	\$16.87	E	42100	416	COMPUTER CONSULTAN	REPAIR/MAINT OF	007655
DEPT 42100 POLICE			\$5,463.59						
DEPT 42200 FIRE PROTECTION									
MUNICIPAL EMERGENCY	101	09/27/16	\$382.00	E	42200	202	UNIFORMS/FIRE DEPT.	UNIFORMS - MISC	007637
HOLIDAY FLEET	101	09/08/16	\$713.69	E	42200	212	AUG 2016 VEH FUEL	MOTOR FUELS & L	007581
CARQUEST OF STILLWAT	101	09/08/16	\$29.95	E	42200	220	OPERATING SUPPLIES/FI	OPERATING SUPP	007575
MENARDS-STILLWATER	101	09/26/16	\$16.99	E	42200	220	OPERATING SUPPLIES/FI	OPERATING SUPP	007631
MENARDS-STILLWATER	101	09/14/16	\$61.13	E	42200	220	OPERATING SUPPLIES/FI	OPERATING SUPP	007593
SCHLENNER WENNER & C	101	09/08/16	\$142.80	E	42200	306	PAYROLL MATTERS	PROF SER-OTHER	007582
ADP, LLC	101	09/14/16	\$17.80	E	42200	306	PAYROLL BUNDLE	PROF SER-OTHER	007587
ADP, LLC	101	09/14/16	\$22.45	E	42200	306	PAYROLL BUNDLE	PROF SER-OTHER	007587
VERIZON WIRELESS	101	09/08/16	\$177.19	E	42200	321	PHONES/FIRE DEPT.	COMMUNICATION	007584
EISINGER, JAKE	101	09/27/16	-\$13.98	E	42200	321	REIMBURSEMENT/FIRE D	COMMUNICATION	007618
EISINGER, JAKE	101	09/27/16	\$63.96	E	42200	321	REIMBURSEMENT/FIRE D	COMMUNICATION	007618
EMERGENCY SERVICES M	101	09/08/16	\$810.00	E	42200	321	ONE-YEAR TERM/FIRE D	COMMUNICATION	007577
XCEL	101	09/08/16	\$84.57	E	42200	380	JUL/AUG 2016 GAS & EL	ELECTRIC SERVIC	007586
XCEL	101	09/08/16	\$30.56	E	42200	381	JUL/AUG 2016 GAS & EL	FUEL FOR HEAT	007586
JOE COREY AUTO BODY	101	09/26/16	\$1,823.89	E	42200	412	AIR BOAT/FIRE DEPT.	REP & MAINT VEH	007628
JOE COREY AUTO BODY	101	09/26/16	\$825.00	E	42200	412	TRAILER/FIRE DEPT.	REP & MAINT VEH	007628
FREDS TIRE	101	09/14/16	\$185.65	E	42200	412	VEH MAINT/FIRE DEPT,	REP & MAINT VEH	007589
GRAFIX SHOPPE	101	09/27/16	\$650.00	E	42200	412	LETTERING - GREEN BO	REP & MAINT VEH	007623
MUNICIPAL EMERGENCY	101	09/27/16	\$180.00	E	42200	419	FLOW TEST	REPAIR & MAINT	007637
MN DEPT OF LABOR AND	101	09/26/16	\$20.00	E	42200	420	PRESSURE VESSEL/FIRE	R & M BLDGS, ST	007636
MENARDS-STILLWATER	101	09/26/16	\$49.99	E	42200	420	MATERIAL - BDG/FIRE D	R & M BLDGS, ST	007631
TR COMPUTER SALES LLC	101	09/26/16	\$2,500.00	E	42200	570	COMPUTERS/FIRE DEPT.	OFFICE EQUIPME	007655
DEPT 42200 FIRE PROTECTION			\$8,773.64						
DEPT 43100 STREET MAINT									
EISINGER, JOSH	101	09/26/16	\$101.56	E	43100	205	REIMBURSEMENT/STREE	UNIFORMS - JOSH	007619
HOLIDAY FLEET	101	09/08/16	\$227.47	E	43100	212	AUG 2016 VEH FUEL	MOTOR FUELS & L	007581
EARL F ANDERSEN, INC	101	09/22/16	\$83.70	E	43100	220	SIGN POSTS/STREET DE	OPERATING SUPP	007615
SHERWIN WILLIAMS LC	101	09/22/16	\$247.90	E	43100	220	TRAFFIC PAINT/STREET	OPERATING SUPP	007648
S E H	101	09/27/16	\$94.91	E	43100	301	6TH AVE N DRAINAGE IS	PROF SER-ENGIN	007644
S E H	101	09/27/16	\$139.65	E	43100	301	UTILITY MAPS	PROF SER-ENGIN	007644
S E H	101	09/27/16	\$583.13	E	43100	301	SEAL COATING PROJECT	PROF SER-ENGIN	007644
S E H	101	09/27/16	\$497.62	E	43100	301	CITY WIDE DRAINAGE S	PROF SER-ENGIN	007644
S E H	101	09/27/16	\$3,648.43	E	43100	301	SEAL COATING PROJECT	PROF SER-ENGIN	007644
ADP, LLC	101	09/14/16	\$17.80	E	43100	302	PAYROLL BUNDLE	CONTRACT SERVI	007587

CITY OF BAYPORT
MONTHLY EXPENSES 7573-7659

09/27/16 3:46 PM
Page 3

Period Name: SEPTEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
ADP, LLC	101	09/14/16	\$22.45	E	43100	302	PAYROLL BUNDLE	CONTRACT SERVI	007587
CARQUEST OF STILLWAT	101	09/22/16	\$15.26	E	43100	412	PINT & CABLE ASSEMBLY	REP & MAINT VEH	007608
TRI STATE BOBCAT INC	101	09/22/16	\$363.71	E	43100	412	PARTS/STREET DEPT.	REP & MAINT VEH	007656
SAVATREE	101	09/22/16	\$220.00	E	43100	413	STUMP GRINDING/STRE	TREES	007645
TR COMPUTER SALES LLC	101	09/26/16	\$3.37	E	43100	416	COMPUTER CONSULTAN	REPAIR/MAINT OF	007655
TR COMPUTER SALES LLC	101	09/26/16	\$16.25	E	43100	416	MTHLY DATTO STORAGE	REPAIR/MAINT OF	007655
MENARDS-STILLWATER	101	09/22/16	\$31.48	E	43100	420	HARDWARE/STREET DEP	R & M BLDGS, ST	007631
MILLER EXCAVATING	101	09/22/16	\$28.30	E	43100	421	RUBBLE DUMP/STREET D	REPAIR & MAINT	007633
BRYAN ROCK PRODUCTS I	101	09/22/16	\$505.55	E	43100	421	LIMEROCK GRAVEL/STRE	REPAIR & MAINT	007607
GEORGE SIEGFRIED CON	101	09/27/16	\$8,316.00	E	43100	423	5TH AVE NO SIDEWALK	SIDEWALKS, CUR	007622
ACTION RENTAL	101	09/22/16	\$233.00	E	43100	424	EXCAVATOR RENTAL/ST	CREEK	007598
ACTION RENTAL	101	09/22/16	\$62.00	E	43100	431	TRAILER RENTAL/STREE	RENTAL OF EQUIP	007598
DEPT 43100 STREET MAINT			\$15,459.54						
DEPT 43141 STILLWATER SCH - BUS FACILITY									
S E H	101	09/27/16	\$363.38	E	43141	301	STILLWATER SCHOOL DI	PROF SER-ENGIN	007644
DEPT 43141 STILLWATER SCH - BU			\$363.38						
DEPT 43160 STREET LIGHTING									
XCEL	101	09/08/16	\$2,149.59	E	43160	380	JUL/AUG 2016 GAS & EL	ELECTRIC SERVIC	007586
DEPT 43160 STREET LIGHTING			\$2,149.59						
DEPT 43200 PARKS									
HOLIDAY FLEET	101	09/08/16	\$218.99	E	43200	212	AUG 2016 VEH FUEL	MOTOR FUELS & L	007581
T. R. F. SUPPLY	101	09/22/16	\$1,060.60	E	43200	220	CAN LINERS/PARKS DEP	OPERATING SUPP	007650
GARDEN EXPRESSIONS	101	09/08/16	\$45.98	E	43200	410	FERTILIZER/HANGING B	REPAIR & MAINT	007579
ACTION RENTAL	101	09/22/16	\$264.00	E	43200	410	BOBCAT RENTAL/PARKS	REPAIR & MAINT	007598
CENTURY POWER EQUIP	101	09/22/16	\$527.85	E	43200	412	REPAIRS 2014 EXMARK/	REP & MAINT VEH	007610
TR COMPUTER SALES LLC	101	09/26/16	\$16.25	E	43200	416	MTHLY DATTO STORAGE	REPAIR/MAINT OF	007655
TR COMPUTER SALES LLC	101	09/26/16	\$3.37	E	43200	416	COMPUTER CONSULTAN	REPAIR/MAINT OF	007655
AIR FRESH PORTABLE TOI	101	09/22/16	\$78.75	E	43200	425	TENNIS CT 8/26/16-9/22	SATILLITIES	007599
AIR FRESH PORTABLE TOI	101	09/22/16	\$157.50	E	43200	425	BARKERS ALP 8/29/16-9/	SATILLITIES	007599
AIR FRESH PORTABLE TOI	101	09/22/16	\$78.75	E	43200	425	RIVERSIDE 8/24/16-9/20	SATILLITIES	007599
DEPT 43200 PARKS			\$2,452.04						
DEPT 43300 CEMETERY									
HOLIDAY FLEET	101	09/08/16	\$25.77	E	43300	212	AUG 2016 VEH FUEL	MOTOR FUELS & L	007581
S E H	101	09/27/16	\$209.47	E	43300	301	CAPITAL IMPROVEMENT	PROF SER-ENGIN	007644
FASTENAL	101	09/22/16	\$2.41	E	43300	410	HARDWARE MATERIAL	REPAIR & MAINT	007621
DEPT 43300 CEMETERY			\$237.65						
FUND 101 GENERAL			\$44,363.18						
FUND 211 LIBRARY									
DEPT 45500 LIBRARY									
BAKER & TAYLOR	211	09/22/16	\$132.50	E	45500	217	AUG 2016 BOOKS/LIBRA	MATERIALS & PR	007604
BAKER & TAYLOR	211	09/22/16	\$23.81	E	45500	217	AUG 2016 BOOKS/LIBRA	MATERIALS & PR	007604
BAKER & TAYLOR	211	09/22/16	\$65.58	E	45500	217	AUG 2016 BOOKS/LIBRA	MATERIALS & PR	007604
BAKER & TAYLOR	211	09/22/16	\$190.24	E	45500	217	AUG 2016 BOOKS/LIBRA	MATERIALS & PR	007604
BAKER & TAYLOR	211	09/22/16	\$111.25	E	45500	217	AUG 2016 BOOKS/LIBRA	MATERIALS & PR	007604
BAKER & TAYLOR	211	09/22/16	\$189.67	E	45500	217	AUG 2016 BOOKS/LIBRA	MATERIALS & PR	007604
BAKER & TAYLOR	211	09/22/16	\$168.54	E	45500	217	AUG 2016 BOOKS/LIBRA	MATERIALS & PR	007604
BAKER & TAYLOR	211	09/22/16	\$268.09	E	45500	217	AUG 2016 BOOKS/LIBRA	MATERIALS & PR	007604
BAKER & TAYLOR	211	09/22/16	\$353.75	E	45500	217	AUG 2016 BOOKS/LIBRA	MATERIALS & PR	007604
BAKER & TAYLOR	211	09/22/16	\$308.53	E	45500	217	AUG 2016 BOOKS/LIBRA	MATERIALS & PR	007604
BAKER & TAYLOR	211	09/22/16	\$445.12	E	45500	217	AUG 2016 BOOKS/LIBRA	MATERIALS & PR	007604

CITY OF BAYPORT
MONTHLY EXPENSES 7573-7659

Period Name: SEPTEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
SCHOLASTIC LIBRARY PU	211	09/22/16	\$152.10	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	007646
BAKER & TAYLOR	211	09/22/16	\$29.91	E	45500	217	AUG 2016 BOOKS/LIBRA	MATERIALS & PR	007604
BAKER & TAYLOR	211	09/22/16	\$88.59	E	45500	217	AUG 2016 BOOKS/LIBRA	MATERIALS & PR	007604
SCHOLASTIC LIBRARY PU	211	09/22/16	\$109.20	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	007646
DEMCO	211	09/22/16	\$242.03	E	45500	220	SUPPLIES/LIBRARY	OPERATING SUPP	007614
INNOVATIVE OFFICE SOL	211	09/22/16	\$70.57	E	45500	220	OFFICE SUPPLIES/LIBRA	OPERATING SUPP	007626
SCHLENNER WENNER & C	211	09/08/16	\$40.80	E	45500	302	PAYROLL MATTERS	CONTRACT SERVI	007582
TOSHIBA BUSINESS SOLU	211	09/26/16	\$259.37	E	45500	302	SEPT 2016 CONTRACTED	CONTRACT SERVI	007654
ADP, LLC	211	09/14/16	\$22.45	E	45500	302	PAYROLL BUNDLE	CONTRACT SERVI	007587
SHARON SIPPEL	211	09/26/16	\$1,875.00	E	45500	302	AUG/SEPT 2016 CLEANIN	CONTRACT SERVI	007647
BECHER, LAURI	211	09/26/16	\$61.86	E	45500	302	REIMBURSEMENT/LIBRA	CONTRACT SERVI	007606
ADP, LLC	211	09/14/16	\$17.80	E	45500	302	PAYROLL BUNDLE	CONTRACT SERVI	007587
COMCAST	211	09/26/16	\$85.92	E	45500	321	OCT 2016 HIGH-SPEED I	COMMUNICATION	007611
COMCAST	211	09/22/16	\$5.00	E	45500	321	AUG/SEPT2016 HIGHSPE	COMMUNICATION	007611
COMCAST	211	09/22/16	\$85.92	E	45500	321	AUG/SEPT2016 HIGHSPE	COMMUNICATION	007611
OFFICE OF ENT TECHNOL	211	09/22/16	\$83.20	E	45500	321	AUG 2016 PHONE/LIBRA	COMMUNICATION	007640
XCEL	211	09/08/16	\$920.48	E	45500	380	JUL/AUG 2016 GAS & EL	ELECTRIC SERVIC	007586
XCEL	211	09/08/16	\$38.50	E	45500	381	JUL/AUG 2016 GAS & EL	FUEL FOR HEAT	007586
TRU GREEN CHEMLAWN	211	09/22/16	\$47.25	E	45500	420	LIBRARY	R & M BLDGS, ST	007657
ANDERSON HEATING	211	09/22/16	\$420.00	E	45500	420	CLEAN & CHECK/LIBRAR	R & M BLDGS, ST	007601
NARDINI FIRE EQUIPMEN	211	09/26/16	\$170.77	E	45500	420	INSPECTION/LIBRARY	R & M BLDGS, ST	007638
DEPT 45500 LIBRARY			\$7,083.80						
FUND 211 LIBRARY			\$7,083.80						
FUND 303 GO TIF BOND 1990 DEBT SERVICE									
DEPT 0000 GENERAL GOVERNMENT									
ECKBERG LAMMERS	303	09/27/16	\$116.25	E	00000	300	TIF 169 3RD ST	PROF SER-LEGAL	007616
S E H	303	09/27/16	\$2,514.21	E	00000	301	TIF 169 3RD ST	PROF SER-ENGIN	007644
DEPT 0000 GENERAL GOVERNMENT			\$2,630.46						
FUND 303 GO TIF BOND 1990 DEBT SE			\$2,630.46						
FUND 400 NEW FIRE STATION									
DEPT 42201 FIRE STATION									
ATOMIC ARCHITECTURAL	400	09/27/16	\$8,601.50	E	42201	302	NEW FIRE HALL	CONTRACT SERVI	007602
NORTHLAND PAVING, LLC	400	09/27/16	\$4,865.00	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007639
TMI COATINGS INC	400	09/27/16	\$1,050.00	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007653
OVERHEAD DOOR COMPA	400	09/27/16	\$2,220.15	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007642
EGAN COMPANIES, INC.	400	09/27/16	\$17,154.00	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007617
B & B SHEETMETAL & RFG	400	09/27/16	\$7,731.80	E	42201	302	NEW FIRE HALL	CONTRACT SERVI	007603
AMERY WELDING	400	09/27/16	\$22,900.00	E	42201	302	FIRE HALL	CONTRACT SERVI	007600
TWIN CITY ACCOUSTICS,	400	09/27/16	\$759.04	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007658
DEPT 42201 FIRE STATION			\$65,281.49						
FUND 400 NEW FIRE STATION			\$65,281.49						
FUND 601 WATER									
DEPT 46110 WATER-PUMPHOUSE									
XCEL	601	09/08/16	\$2,237.24	E	46110	380	JUL/AUG 2016 GAS & EL	ELECTRIC SERVIC	007586
XCEL	601	09/08/16	\$54.32	E	46110	381	JUL/AUG 2016 GAS & EL	FUEL FOR HEAT	007586
DEPT 46110 WATER-PUMPHOUSE			\$2,291.56						
DEPT 46120 WATER									
LEAGUE OF MN CITIES IN	601	09/14/16	\$271.14	E	46120	150	WORKERS COMP PREM/T	WORKER S COMP	007592
CCP INDUSTRIES	601	09/22/16	\$273.54	E	46120	203	UNIFORMS - TIM G/WAT	UNIFORMS - TIM	007609

CITY OF BAYPORT
MONTHLY EXPENSES 7573-7659

Period Name: SEPTEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
HOLIDAY FLEET	601	09/08/16	\$24.95	E	46120	212	AUG 2016 VEH FUEL	MOTOR FUELS & L	007581
HOLIDAY FLEET	601	09/08/16	\$263.79	E	46120	212	AUG 2016 VEH FUEL	MOTOR FUELS & L	007581
HAWKINS WATER	601	09/22/16	\$1,672.50	E	46120	216	WATER TREATMENT/WA	CHEMICALS AND	007624
HAWKINS WATER	601	09/22/16	\$40.00	E	46120	216	CHLORINE TREATMENT/	CHEMICALS AND	007624
WEBER & TROSETH, INC.	601	09/22/16	\$491.35	E	46120	240	FIRE HOSE & NOZZLES/	SMALL TOOLS-EQ	007659
ADP, LLC	601	09/14/16	\$22.45	E	46120	302	PAYROLL BUNDLE	CONTRACT SERVI	007587
ADP, LLC	601	09/14/16	\$17.80	E	46120	302	PAYROLL BUNDLE	CONTRACT SERVI	007587
SCHLENNER WENNER & C	601	09/08/16	\$132.60	E	46120	302	PAYROLL MATTERS	CONTRACT SERVI	007582
ONE CALL CONCEPTS	601	09/22/16	\$93.35	E	46120	307	LOCATES/WATER DEPT.	GOPHER STATE O	007641
COMCAST	601	09/22/16	\$50.45	E	46120	321	SEPT/OCT 2016 HIGHSP	COMMUNICATION	007611
POSTMASTER	601	09/27/16	\$161.16	E	46120	322	3RD QTR. 2016 UTILITY	POSTAGE	007643
XCEL	601	09/08/16	\$4,414.83	E	46120	380	JUL/AUG 2016 GAS & EL	ELECTRIC SERVIC	007586
XCEL	601	09/08/16	\$114.10	E	46120	381	JUL/AUG 2016 GAS & EL	FUEL FOR HEAT	007586
TR COMPUTER SALES LLC	601	09/26/16	\$16.25	E	46120	416	MTHLY DATTO STORAGE	REPAIR/MAINT OF	007655
TR COMPUTER SALES LLC	601	09/26/16	\$3.37	E	46120	416	COMPUTER CONSULTAN	REPAIR/MAINT OF	007655
J H LARSON CO	601	09/22/16	\$64.11	E	46120	420	LIGHT BULBS/WATER DE	R & M BLDGS, ST	007627
DEPT 46120 WATER			<u>\$8,127.74</u>						
FUND 601 WATER			<u>\$10,419.30</u>						
FUND 602 SEWER									
DEPT 46200 SEWER - OPERATING									
HOLIDAY FLEET	602	09/08/16	\$56.62	E	46200	212	AUG 2016 VEH FUEL	MOTOR FUELS & L	007581
S E H	602	09/27/16	\$454.20	E	46200	301	MS4	PROF SER-ENGIN	007644
S E H	602	09/27/16	\$1,407.60	E	46200	301	MS4 SWPPP	PROF SER-ENGIN	007644
S E H	602	09/27/16	\$360.43	E	46200	301	TELEVISIONING PROJECT	PROF SER-ENGIN	007644
ADP, LLC	602	09/14/16	\$19.42	E	46200	302	PAYROLL BUNDLE	CONTRACT SERVI	007587
ADP, LLC	602	09/14/16	\$24.50	E	46200	302	PAYROLL BUNDLE	CONTRACT SERVI	007587
SCHLENNER WENNER & C	602	09/08/16	\$132.60	E	46200	302	PAYROLL MATTERS	CONTRACT SERVI	007582
POSTMASTER	602	09/27/16	\$161.16	E	46200	322	3RD QTR. 2016 UTILITY	POSTAGE	007643
TR COMPUTER SALES LLC	602	09/26/16	\$3.40	E	46200	416	COMPUTER CONSULTAN	REPAIR/MAINT OF	007655
TR COMPUTER SALES LLC	602	09/26/16	\$16.25	E	46200	416	MTHLY DATTO STORAGE	REPAIR/MAINT OF	007655
DEPT 46200 SEWER - OPERATING			<u>\$2,636.18</u>						
DEPT 46990 SEWER - NON-OPERATING									
METROPOLITAN COUNCIL	602	09/26/16	\$34,421.46	E	46990	434	OCT 2016 MTHLY ANNUA	STATE FEES FOR	007632
DEPT 46990 SEWER - NON-OPERAT			<u>\$34,421.46</u>						
FUND 602 SEWER			<u>\$37,057.64</u>						
FUND 803 P & Z ESCROWS									
DEPT 80055 MATTAMY MN PARTNERSHIP									
S E H	803	09/27/16	\$1,923.87	E	80055	301	AUG 2016 INSPIRATION	PROF SER-ENGIN	007644
DEPT 80055 MATTAMY MN PARTNE			<u>\$1,923.87</u>						
FUND 803 P & Z ESCROWS			<u>\$1,923.87</u>						
			<u>\$168,759.74</u>						

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: September, 2016

Printed: 9/26/2016

Page 1 of 3

Permit Number: BP2016-71	Filing Date: 9/8/2016
Parcel Address: 456 2ND St. N.	BAYPORT, MN 55003
Applicant: BRUETTE ROOFING, INC. BRUETTE ROOFING, INC. RESIDENTIAL BUILDER	Applicant Phone: 651-439-5746
Construction Value: \$7,145.00	Total Fees: \$165.82

Permit Number: BP2016-72	Filing Date: 9/15/2016
Parcel Address: 339 2nd Street N.	Bayport, MN 55003
Applicant: BRUETTE ROOFING, INC. BRUETTE ROOFING, INC. RESIDENTIAL BUILDER	Applicant Phone: 651-439-5746
Construction Value: \$5,798.00	Total Fees: \$135.65

Permit Number: BP2016-75	Filing Date: 9/26/2016
Parcel Address: 110 4TH Ave. N.	BAYPORT, MN 55003
Applicant: JTR ROOFING, INC. JTR ROOFING, INC. RESIDENTIAL BUILDER	Applicant Phone: 651-777-7394
Construction Value: \$3,520.00	Total Fees: \$105.01

Permit Number: LSCB16-30	Filing Date: 9/6/2016
Parcel Address: 1588 QUENTIN AVENUE	LAKE ST. CROIX BEACH, MN 55043
Applicant: SELA SELA ROOFING	Applicant Phone: 763-592-5403
Construction Value: \$12,000.00	Total Fees: \$227.25

Permit Number: LSCB16-31	Filing Date: 9/12/2016
Parcel Address: 16374 23RD STREET	LAKE ST. CROIX BEACH, MN 55043
Applicant: J. G. HAUSE CONSTRUCTION J. G. HAUSE CONSTRUCTION RESIDENTIAL	Applicant Phone: 651-439-0189
Construction Value: \$6,000.00	Total Fees: \$135.75

Building Permit Log

For: September, 2016

Printed: 9/26/2016

Page 2 of 3

Permit Number: LSCB16-32	Filing Date: 9/12/2016
Parcel Address: 2030 RIVIERA AVENUE SOUTH	LAKE ST. CROIX BEACH, MN 55043
Applicant: NANCY WHITE OWNER OWNER	Applicant Phone:
Construction Value: \$3,000.00	Total Fees: \$90.00

Permit Number: MC2016-31	Filing Date: 9/1/2016
Parcel Address: 304 PRIMROSE PATH NORTH	BAYPORT, MN 55003
Applicant: SABRE PLUMBING HEATING & AC SABRE PLUMBING HEATING & AC	Applicant Phone: 763-473-2267
Construction Value: \$16,342.00	Total Fees: \$80.00

Permit Number: MC2016-32	Filing Date: 9/6/2016
Parcel Address: 1008 INSPIRATION PARKWAY N.	BAYPORT, MN 55003
Applicant: FIRESIDE HEARTH & HOME	Applicant Phone: 952-985-6601
Construction Value: \$1,770.00	Total Fees: \$80.00

Permit Number: MC2016-33	Filing Date: 9/7/2016
Parcel Address: 363 5TH AVENUE NORTH	BAYPORT, MN 55003
Applicant: SCHWANTES HEATING & AIR INC SCHWANTES HEATING & AIR INC MECHANICAL	Applicant Phone: 651-439-3331
Construction Value: \$14,000.00	Total Fees: \$309.99

Permit Number: MC2016-34	Filing Date: 9/8/2016
Parcel Address: 1008 INSPIRATION PARKWAY N.	BAYPORT, MN 55003
Applicant: RAY N. WELTER HEATING RAY N. WELTER HEATING COMPANY	Applicant Phone: 612-825-6867
Construction Value: \$18,000.00	Total Fees: \$80.00

Permit Number: MC2016-35	Filing Date: 9/19/2016
Parcel Address: 1105 PIONEER TRAIL	BAYPORT, MN 55003
Applicant: MASTER GAS FITTERS, INC. MASTER GAS FITTERS, INC. MECHANICAL-GAS	Applicant Phone: 651-248-3603
Construction Value: \$2,100.00	Total Fees: \$80.00

Building Permit Log

For: September, 2016

Printed: 9/26/2016

Page 3 of 3

Permit Number: MC2016-36	Filing Date: 9/26/2016
Parcel Address: 288 PRIMROSE PATH NORTH	BAYPORT, MN 55003
Applicant: SABRE PLUMBING HEATING & AC SABRE PLUMBING HEATING & AC	Applicant Phone: 763-473-2267
Construction Value: \$9,554.00	Total Fees: \$80.00

Permit Number: PL2016-30	Filing Date: 9/1/2016
Parcel Address: 304 PRIMROSE PATH NORTH	BAYPORT, MN 55003
Applicant: SABRE PLUMBING HEATING & AC SABRE PLUMBING HEATING & AC	Applicant Phone: 763-473-2267
Construction Value: \$18,311.00	Total Fees: \$80.00

Permit Number: PL2016-31	Filing Date: 9/14/2016
Parcel Address: 1008 INSPIRATION PARKWAY N.	BAYPORT, MN 55003
Applicant: SPRING PLUMBING LLC SPRING PLUMBING LLC Plumber	Applicant Phone: 763-614-7963
Construction Value: \$15,964.00	Total Fees: \$80.00

Permit Number: PL2016-32	Filing Date: 9/15/2016
Parcel Address: 3771 PETE MILLER AVENUE	STILLWATER, MN 55082
Applicant: CREATIVE HOME CONSTRUCTION C.W.'S EXCAVATING, INC. SEWER & WATER	Applicant Phone: 651-289-6800
Construction Value:	Total Fees: \$1,630.00

Permit Number: PL2016-33	Filing Date: 9/22/2016
Parcel Address: 3532 PETE MILLER TRAIL	STILLWATER, MN 55082
Applicant: DERRICK CUSTOM HOMES, LLC DERRICK CUSTOM HOMES, LLC RESIDENTIAL	Applicant Phone: 715-246-2320
Construction Value:	Total Fees: \$1,630.00

Permit Number: PL2016-34	Filing Date: 9/26/2016
Parcel Address: 288 PRIMROSE PATH NORTH	BAYPORT, MN 55003
Applicant: SABRE PLUMBING HEATING & AC SABRE PLUMBING HEATING & AC	Applicant Phone: 763-473-2267
Construction Value: \$13,892.00	Total Fees: \$80.00



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

City of Bayport
SPECIAL EVENT APPLICATION

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: Lisa Sicard
 Organization/Business Name: Andersen Corporation
 Main Phone Number: 651-264-2659 Alternate Phone Number: _____
 Email Address: Lisa.Sicard@andersencorp.com
 Address: 100 Fourth Ave. N.
 City/State/Zip: Bayport, MN 55003

Event Information

Name or title of event: Quarter Century Picnic (82nd)
 Start Date: Friday, Aug 11, 2017 Time: 9 a.m.
 End Date: Saturday, Aug 12, 2017 Time: 7 p.m.
 Estimated attendance: 450 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: _____

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: _____ * These activities require a separate license or permit and fee.

Description of Additional City Services and/or Equipment Requested

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).

Attached

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.

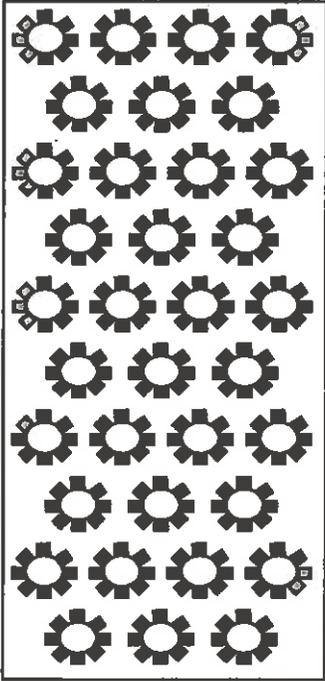
Signature: *[Handwritten Signature]*

Date: 9/15/16

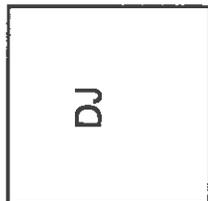
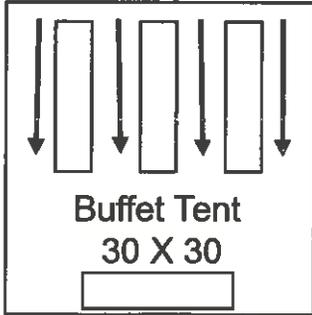
Office Use	Amount Due	Payment	Date	Staff
Required Application Fee: Public entity/Non-profit Individual/For-profit	\$15.00 \$50.00	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check No. 1000255	Received: 9/26/16	Kjh
Rental Fees: ___ Trash receptacle(s) \$ 10.00 + tax ___ Barricade(s) \$ 10.00 + tax ___ Picnic table(s) \$ 25.00 + tax ___ Satellite toilet(s) \$100.00+ tax	<input type="checkbox"/> \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____	Received: _____	
Damage Deposit Required: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> \$ _____ (Up to \$1,000.00)	<input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Deposit retained \$ _____	Received: _____ Destroyed: _____	
Police Services and Fees Required: <input checked="" type="checkbox"/> YES <input 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: _____	
Shelter/Beach House Reservation: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Lakeside: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 Barker's: <input type="checkbox"/>	<input checked="" type="checkbox"/> Beach House	Received: _____	
Field or Court Reservation: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Lakeside: <input checked="" type="checkbox"/> Ball field 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	<input checked="" type="checkbox"/> Volleyball	Received: _____	
Temporary Liquor License: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			City: _____ State: _____	
Temporary Food/Vendor License: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			County: _____	

**Andersen Quarter Century Club Picnic
Saturday, August 12, 2017**

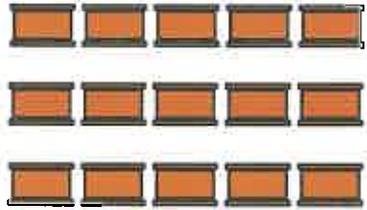
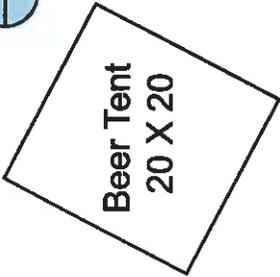
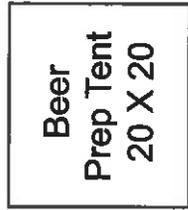
Guest Tent 40 X 80



Outlet



Outlet



Bean Bag Tournament

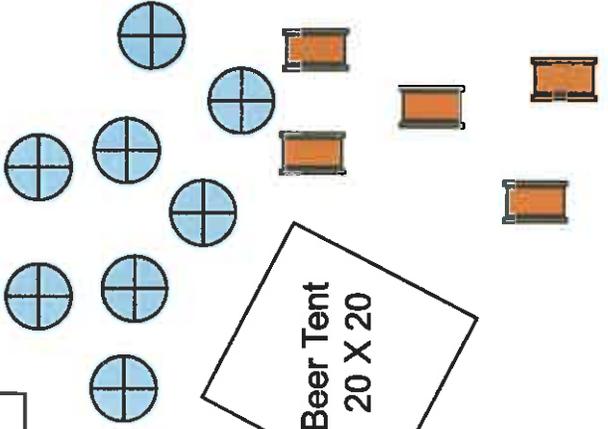


Guessing Game 

Mini Golf



Portable Restrooms & Sink Area



Boat Shuttle Pick-up



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

RECEIVED
 SEP 20 2016
 CITY OF BAYPORT

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: *Jennifer Stabenow*
 Organization/Business Name: *Andersen Parent group*
 Main Phone Number: _____; Alternate Phone Number: _____
 Email Address: *jstabenow@mac.com*
 Address: *309 North 4th Street*
 City/State/Zip: *Bayport, MN 55003*

Event Information

Name or title of event: *Diggy's Dash Walk-a-thon*
 Start Date: *10/29/16* Raindate: *Oct 28th, 2016* Time: *8:00 am*
 End Date: *10/19/16* *Oct 28th, 2016* Time: *12:00 pm*
 Estimated attendance: *400 people* 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: _____

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: _____ * These activities require a separate license or permit and fee.

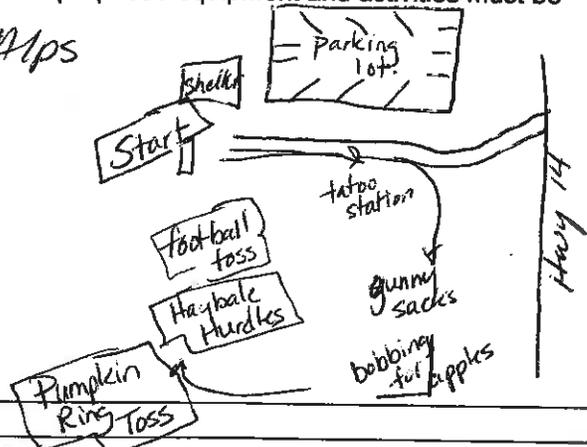
Description of Additional City Services and/or Equipment Requested

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).

Map of East field of Barkers Apts



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: *Joseph Stabenow*

Date: 9/20/16

Office Use	Amount Due	Payment	Date	Staff
Required Application Fee: Public entity/Non-profit Individual/For-profit	<input checked="" type="checkbox"/> \$15.00 <input type="checkbox"/> \$50.00	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check No. 4456 Stabenow	Received: 9/20/16	Kim
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"/> \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____	Received: _____	
Damage Deposit Required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> \$ _____ (Up to \$1,000.00)	<input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Deposit retained \$ _____	Received: _____ Destroyed: _____	
Police Services 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 type="checkbox"/> YES <input type="checkbox"/> NO			Received: _____	
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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO	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: _____		
Temporary Liquor License: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			City: _____	
Temporary Food/Vendor License: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			State: _____	
			County: _____	



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

Date: September 26, 2016
To: Mayor and City Council
From: Logan Martin, City Administrator
Sara Taylor, Assistant City Administrator/Planner
Subject: Interim compensation increase for Office Support Specialist

BACKGROUND

Due to the unanticipated retirement of the city's full-time building official, the administration department has seen an increase in workload, particularly Office Support Specialist Karen Huftel. During this transition, there has been significant coordination efforts needed with the city's building inspection consultant MNSPECT to identify and address open permits, as well as creating procedures for processing new permits.

While we anticipate the increase in workload to be somewhat temporary over the next few months, it has placed additional stress and burden on Karen, which we feel warrants a modest increase in compensation. MNSPECT is in the process of implementing a new software system that will increase accessibility and efficiency for both staff and contractors, which is anticipated to be complete by the end of the year. Once the software is in place and Bayport's permit data is uploaded into their system, processing permits and entering inspection information will primarily be completed by MNSPECT, rather than city staff. In addition, it is anticipated that the software will have the capability for contractors and homeowners to apply for and print out basic maintenance permits online (roof, siding, etc.), rather than applying through City Hall, which will greatly improve customer efficiency, as well as reduce staff time.

Based on the comments above, staff is recommending an interim compensation increase for Office Support Specialist Karen Huftel to Grade 3, Step 7 (the next available step) of the city's compensation step schedule effective August 1, 2016 through December 31, 2016. Following this interim period, staff will evaluate the workload status and provide a recommendation to the City Council.

RECOMMENDATION

Staff recommends the City Council adopt a motion approving an interim compensation increase for Office Support Specialist Karen Huftel to Grade 3, Step 7 of the city's compensation step schedule effective August 1, 2016 through December 31, 2016.



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

Date: September 26, 2016

To: Mayor and City Council

From: Logan Martin, City Administrator
Andy Pratt, City Attorney

Subject: First amendment to lease agreement with Girl Scouts of River Valleys for use of Camp Sagata building in Lakeside Park

BACKGROUND

Since 1991, the city has maintained a lease agreement with the Girl Scouts of River Valleys for use of the Camp Sagata building in Lakeside Park for Girl Scout activities. The term of the original lease agreement was 25 years and expires on October 31, 2016. As such, the city has been asked to consider a first amendment to allow for an extension of the lease agreement.

Attached, please find a draft of a first amendment to the lease agreement proposing an extension for a second term of 25 years, as well as some minor clarifications to the agreements section of the lease, which have been reviewed and approved by City Attorney Andy Pratt. It should be noted that all other terms and conditions in the lease will remain in full force and effect for the duration of the agreement.

RECOMMENDATION

Staff recommends the City Council adopt a motion approving a first amendment to the lease agreement with Girl Scouts of River Valleys for use of the Camp Sagata building in Lakeside Park effective November 1, 2016 through October 31, 2041.

FIRST AMENDMENT TO LEASE AGREEMENT

THIS FIRST AMENDMENT TO LEASE AGREEMENT (this "**Amendment**") is made and entered into as of _____, 2016 by and between the City of Bayport, a municipal corporation and political subdivision under the laws of the State of Minnesota (the "**Lessor**"), and Girl Scouts of Minnesota and Wisconsin River Valleys, Inc., a Minnesota nonprofit corporation ("**Lessee**").

RECITALS

A. Lessor and Lessee, as successor in interest of Girl Scout Council of St. Croix Valley, are parties to that certain Lease, dated September 3, 1991 (the "**Lease**"), pursuant to which Lessor leases to Lessee certain real property located in the City of Bayport, as more fully described in the Lease (the "**Premises**"). Capitalized terms used herein but not otherwise defined shall have the meanings given them in the Lease.

B. Lessor and Lessee desire to amend the Lease as set forth herein.

AGREEMENTS

NOW, THEREFORE, in consideration of the premises and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree that the above recitals are true and correct in all material respects and are incorporated herein by reference, and further agree as follows:

1. **Extension of Term.** Section 1 of the Lease is hereby amended to provide that the term of the Lease will expire on October 31, 2041.

2. **No Removal of Improvements.** Section 4 of the Lease is amended to provide that Lessee shall not be required to remove any buildings, fixtures or improvements from the Premises upon the expiration or termination of the Lease.

3. **Payments.** For the avoidance of doubt, (i) Lessee shall maintain Causes of Loss-Special Form property insurance relating to the buildings, fixtures or improvements on the Premises, as well as general liability insurance relating to its operations on the Premises, and shall maintain copies of such insurance policies at all times with Lessor, and (ii) Lessee shall not be obligated to pay any real estate taxes levied or assessed upon the Premises or the buildings, fixtures or improvements on the Premises.

4. **Notice.** Section 8 of the Lease is amended to provide that Lessor shall provide Lessee with notice and a thirty (30) day period to cure prior to the declaration of any default under the Lease.

5. **Miscellaneous.** Except as specifically set forth in this Amendment, all terms and conditions in the Lease shall remain in full force and effect. This Amendment may be executed in any number of counterparts, all of which taken together shall constitute one and the same instrument, and any of the parties hereto may execute this Amendment by signing any such counterpart.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to Lease Agreement be executed effective as of the date first above written.

LESSOR:
CITY OF BAYPORT, MINNESOTA

LESSEE:
**GIRL SCOUTS OF MINNESOTA AND
WISCONSIN RIVER VALLEYS, INC.**

By: _____
Name: Susan St. Ores
Its: Mayor

By: _____
Name:
Title:

By: _____
Name: Logan Martin
Its: City Administrator

LEASE AGREEMENT

This Agreement is made and entered into this 3rd day of September, 1991, by and between the City of Bayport, 294 N. 3rd St., Bayport, Minnesota, a Municipal Corporation ("Lessor"), and Girl Scout Council of St. Croix Valley, 400 S. Robert St., St. Paul, Minnesota, a Minnesota Corporation ("Lessee"):

Lessor, in consideration of the rent hereinafter specified, and the covenants and agreements herein contained, by the Lessee to be performed, does hereby lease unto the Lessee those certain premises in the City of Bayport, County of Washington, State of Minnesota, described as follows:

That part of Mill Lots Sixteen (16) and Seventeen (17) of Bayport, (formerly South Stillwater), as surveyed and platted and now on file and of record in the office of the Register of Deeds of Washington County, Minnesota, described as follows, to-wit:

Beginning at the intersection of the West line of Lake Street and the North line of Lot One (1) of First Lakeside Addition to Bayport, as surveyed and platted and now on file and of record in the office of the Register of Deeds of Washington County, Minnesota, extended Westerly, running thence Southerly along the West line of Lake Street, One Hundred (100) feet to a point, running thence Westerly at a right angle to Lake Street One Hundred (100) feet, more or less, running thence Northerly and parallel with the West line of Lake Street One Hundred (100) feet, running thence Easterly to point of beginning.

To have and to hold unto the Lessee on the following terms and conditions:

1. Term: The term of this Lease shall be Twenty Five (25) years, beginning on the 1st day of November, 1991, and ending on the 31st day of October, 2016, except as otherwise provided herein.
2. Rental: Lessee agrees to pay to Lessor as rent for the premises the sum of Twenty Five Dollars (\$25.00), for the full term, which rent shall be paid in annual installments of One Dollar (\$1.00) per year, payable on or before November 1st of each year.
3. Purpose: The premises shall be used for Girl Scout activities and no other purpose, unless Lessee first obtains the written consent of Lessor, which written consent shall not be unreasonably withheld.

4. **Buildings and Improvements:** Lessee may, at Lessee's sole cost and expense, make such changes, alterations or improvements (including the construction of buildings) as may be necessary to fit the premises for such use, and all buildings, fixtures and improvements of every kind installed by Lessee shall remain the property of Lessee, who may remove them upon the termination of this lease, provided, that such removal shall be done in such a manner as not to injure or damage the demised premises; and provided, further that should Lessee fail to remove the buildings, fixtures or improvements as above provided, lessor at its option, may require lessee to remove them. In the event that the lessee shall fail to remove the buildings, fixtures and improvements after receipt of notice from lessor, lessor may remove them and dispose of them as it sees fit, and lessee agrees to sell, assign, transfer and set over to lessor all of lessee's right, title and interest in the buildings, fixtures, improvements and any personal property not removed by lessee, for the sum of One Dollar (\$1.00). Lessee further agrees that should Lessor remove the buildings, fixtures and improvements as above provided, that Lessee will pay lessor upon demand the cost of that removal, plus the cost of transportation and disposition of that removed.
5. **Taxes:** Lessee shall pay all taxes levied and assessed upon any personal property, buildings, fixtures and improvements belonging to lessee and located upon the demised premises, and all leasehold and possessory interest taxes levied or assessed by any proper taxing authority.
6. **Repairs and Maintenance:** Lessee represents that lessee has inspected and examined the demised premises and accepts them in their present condition, and agrees that lessor shall not be required to make any improvements or repairs upon the premises demised or any part of them; lessee agrees to make all improvements and repairs at lessee's sole cost and expense, and agrees to keep the premises safe and in good order and condition at all times during the term, and upon expiration of this lease, or at any sooner termination, the lessee will quit and surrender possession of the premises peaceably and in as good order and condition as the premises were at the commencement of the term, reasonable wear, tear and damage by the elements excepted; Lessee further agrees to leave the premises free from all nuisance and dangerous and defective conditions.
7. **Liability:** Lessee shall save Lessor harmless from any loss, cost or damage that may arise in connection with this lease or the use of demised premises by Lessee, or his/her agents, or employees, or any other person using the premises; and Lessee agrees to deliver to Lessor upon the execution of this lease certificates of insurance of a continuing public liability and property damage insurance policy satisfactory to lessor, indemnifying and holding lessor harmless against

any and all claims, in the amount of Five Hundred Thousand Dollars (\$500,000.00) for injury to any one person, and One Hundred Thousand Dollars (\$100,000.00) for property damage, and shall keep the same in force during the term of this lease.

8. Default: In the event that Lessee shall be in default of any payment of any rent or in the performance of any of the terms or conditions agreed to be kept and performed by Lessee, then in that event, Lessor may terminate and end this lease, immediately, and Lessor may enter upon the premises and remove all persons and property, and Lessee shall not be entitled to any money paid or any part of that money; in the event Lessor shall bring a legal action to enforce any of the terms of this lease, or to obtain possession of the premises by reason of any default of Lessee, or otherwise, Lessee agrees to pay Lessor all costs of such legal action, including its reasonable attorneys fees.
9. Waiver: Waiver by Lessor of any default in performance by Lessee of any of the terms, covenants, or conditions contained here, shall not be deemed a continuing waiver of that default or any subsequent default.
10. Compliance with Laws: Lessee agrees to comply with all laws, ordinances, rules and regulations that may pertain or apply to the demised premises and their use.
11. Lessor May Enter: Lessee agrees that Lessor, its agents or employees, may enter upon the premises at any time during the term or any extension of it for the purpose of inspection, digging test holes, making surveys, taking measurements, or for any other lawful purpose. Lessor will take reasonable steps to ensure that such entry will not interfere with the use of the property by Lessee.
12. Successors in Interest: All of the terms, covenants and conditions contained here shall continue, and bind all successors in interest of Lessee.



Building a Better World
for All of Us®

MEMORANDUM

TO: Logan Martin | City Administrator
City of Bayport, Minnesota

FROM: John D. Parotti, PE | City Engineer

DATE: September 22, 2016

RE: Inspiration, Phase 3; Letter of Credit Reduction Request #1
SEH No. BAYPO 131711 14.00

We are in receipt of the attached request from Mattamy Homes for a letter of credit (LOC) reduction for Inspiration, Phase 3. The LOC is currently in the amount of \$2,160,450 and the requested reduction would result in a new LOC amount of \$754,876.

The work completed by the developer has been reviewed by SEH and our records of work acceptably completed are consistent with this request. Therefore, it is hereby recommended that the City reduce the LOC to \$754,876 as requested by Mattamy Homes on the letter dated September 21, 2016. If you have any questions, please don't hesitate to contact me.

Attachment

c: Sara Taylor | Assistant City Administrator/City Planner
Brian Theis, Mattamy Homes | Land Project Manager

p:\aeb\baypo\131711\construction\loc reductions\phase 3\meom loc red1 2016_09_22.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1701 West Knapp Street, Suite B, Rice Lake, WI 54868-1350
SEH is 100% employee-owned | sehinc.com | 715.236.4000 | 800.903.6970 | 888.908.8166 fax



Mattamy Homes
Minneapolis-St. Paul Division

7201 Washington Avenue South, Suite 201, Edina, MN 55435
T (952) 898-2100
www.mattamyhomes.com

September 21, 2016

Sara Taylor
Assistant City Administrator
City of Bayport
294 North 3rd St
Bayport, MN 55003

Re: Request for Reduction of Inspiration 3rd Addition Letter of Credit

Dear Ms. Taylor

On behalf of Mattamy Homes, we are requesting a reduction in the existing letter of credit for the Inspiration 3rd Addition based on the project now being substantially complete. The table below shows the estimated cost to complete.

Description of Improvements	Original Amount	Estimated Cost to Complete
Erosion Control	\$ 65,000.00	\$ 15,000.00
Streets and Street Protection and Repair	\$ 355,400.00	\$ 138,736.00
Storm Sewer	\$ 140,000.00	\$ 5,275.00
Sanitary Sewer and Services	\$ 378,400.00	\$ 378,400.00
Water main and Services	\$ 378,000.00	\$ 4,990.00
Street Signs	\$ 10,100.00	\$ 1,500.00
Sidewalk and Trails	\$ 113,400.00	\$ 10,000.00
Engineering, Legal and Administrative	\$ 288,060.00	\$ 50,000.00
Total	\$ 1,728,360.00	\$ 603,901.00
25% Security	\$ 432,090.00	\$ 150,975.25
Total Financial Security	\$ 2,160,450.00	\$ 754,876.25

We are requesting the letter of credit be reduced to \$754,876.25. We believe this reduction is inline this the terms and conditions laid out in the developers agreement which was approved by City Council. If you have any questions with regard to this request please feel free to contact me a 952-898-6130 or brian.theis@mattamycorp.com

Sincerely,

Brian Theis

Land Project Manager



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

City of Bayport
DONATION INFORMATION FORM

Donor Information	<input checked="" type="checkbox"/> City Resident / Business	<input type="checkbox"/> Nonresident	<input type="checkbox"/> Other
Name: <u>JOHN WINDERMAN</u>			
Main Phone Number: _____		Alternate Phone Number: _____	
Email Address: _____			
Address: <u>205 50 5TH ST</u>			
City/State/Zip: <u>BAYPORT, MN 55003</u>			
Organization Name (if applicable): _____			

Donation Information	
<input checked="" type="checkbox"/> Bench with dedication plaque - \$1,000.00	<input type="checkbox"/> Bike rack - \$500.00
<input type="checkbox"/> City newsletter - \$50.00 / \$100.00 / \$250.00	<input type="checkbox"/> Flag - \$150.00
<input type="checkbox"/> Picnic table - \$1,500.00	<input type="checkbox"/> Flower planter - \$500.00
<input type="checkbox"/> Tree - \$250.00	<input type="checkbox"/> Waste receptacle - \$500.00
<input type="checkbox"/> Monetary donation of \$ _____ for	
<input type="checkbox"/> Cemetery	<input type="checkbox"/> General Fund
<input type="checkbox"/> Fire Dept.	<input type="checkbox"/> Police Dept.
<input type="checkbox"/> Parks	
Engraved text on bench plaque shall read as follows: <i>(Please print and refer to examples on reverse)</i>	

Donor Acknowledgement and Signature
I understand that as the designated donor, this donation will be designated for city department use or used toward the purchase of the item, as specified above. I also understand that depending on availability, lead time, and weather conditions; it could take up to one (1) year to install an item. However, the city will make every effort to complete the installation as soon as possible. I also understand that the city has been given only an approximate size for the dedication plaque. Hence, if I have selected to donate funds for a bench, the city has my permission to format and size the text above accordingly, in order to fit the text on the plaque. Should it be necessary to change any of the text content for any reason, I am aware that I will be contacted by the city.
Signature: <u>[Signature]</u> Date: <u>26 SEPT 16</u>

Office Use
Staff notes: <i>(Include requested placement location)</i> <u>By People's Church office</u>
Donation amount received: <u>\$1,000.00</u> Date received: <u>9/26/16</u>
Payment method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check # <u>3771</u> Received by: <u>Karen Nuytel</u>

PROJECT APPLICATION AND PROJECT CERTIFICATE FOR PAYMENT

AIA DOCUMENT G722/CMa

TO OWNER:

City of Bayport
 294 North Third Street
 Bayport, MN 55003

PROJECT:

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

APPLICATION NO:

15

Distribution to:

OWNER	
CONSTRUCTION MANAGER	
ARCHITECT	

08/31/16

PERIOD TO:

1521030-02

PROJECT NO:

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)	\$ 376,884.39
3. TOTAL CONTRACT SUM TO DATE (Item C Totals)	\$ 4,168,525.39
4. TOTAL COMPLETED & STORED TO DATE (Item F Totals)	\$ 4,130,308.19
5. RETAINAGE (Item H Totals)	\$ 102,361.23
6. LESS PREVIOUS TOTAL PAYMENTS (Item I Totals)	\$ 3,952,051.80
7. CURRENT PAYMENT DUE (Item J Totals)	\$ 75,895.16

(Ceiling & Steinbrecker removed)

TOTAL OF AMOUNTS CERTIFIED \$ 75,895.16

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.

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: Leo A. Daly Date: 09/07/16

ARCHITECT: Leo A. Daly

By: Leo A. Daly Date: 9/27/16



State of: **Minnesota**
 County of: **Anoka**
 Subscribed and sworn to before me this **7th** day of **September, 2016**

Notary Public: Karen Melander
 My Commission expires: **January 31, 2019**

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: 15
 APPLICATION DATE: 9/1/2016
 PERIOD FROM: 7/1/2016
 TO: 8/31/2016
 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		TOTALS THIS PAGE	PROJECT TOTALS
	Flooring WS 09-D		Structural Steel Material WS 05-A		Wood Windows WS 08-F		Sheet Metal, Inc. Metal Panels WS 07-A			
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										
C ORDERS TO DATE CONTRACT SUM TO DATE	\$347.00		\$10,300.00		\$3,802.01		\$6,150.00		\$20,599.01	\$376,884.39
D WORK IN PLACE TO DATE	\$14,930.00		\$262,300.00		\$41,217.01		\$172,030.00		\$490,477.01	\$4,168,525.39
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)	\$14,930.00		\$262,300.00		\$41,217.01		\$172,030.00		\$490,477.01	\$4,130,308.19
G RETAINAGE PERCENTAGE	0%		0%		0%		0%		5%	5%
H RETAINAGE AMOUNT	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$102,361.23
I PREVIOUS PAYMENTS	\$14,930.00		\$239,400.00		\$41,217.01		\$163,428.50		\$458,975.51	\$3,952,051.80
J CURRENT PAYMENT DUE (F-H-I)	\$0.00		\$22,900.00		\$0.00		\$8,601.50		\$31,501.50	\$75,895.16
K BALANCE TO FINISH (C-F)	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$38,217.20
L PERCENT COMPLETE (F+C)	100%		100%		100%		100%		100%	99%

AIA DOCUMENT G723/CMa - PROJECT APPLICATION SUMMARY - 1991 EDITION - AIA ©1991
 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, D.C. 20006-5209

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

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: 15
 APPLICATION DATE: 9/1/2016
 PERIOD FROM: 7/1/2016
 TO: 8/31/2016
 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	\$19,768.00	\$0.00	\$60,855.33	\$25,896.00	\$119,155.33
C CONTRACT SUM TO DATE	\$154,636.00	\$56,268.00	\$6,053.00	\$530,455.33	\$879,696.00	\$1,627,108.33
D WORK IN PLACE TO DATE	\$154,636.00	\$56,268.00	\$0.00	\$530,455.33	\$879,696.00	\$1,621,055.33
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	\$56,268.00	\$0.00	\$530,455.33	\$879,696.00	\$1,621,055.33
G RETAINAGE PERCENTAGE		0%	5%	5%	0%	5%
H RETAINAGE AMOUNT	\$0.00	\$0.00	\$0.00	\$26,522.77	\$0.00	\$26,522.77
I PREVIOUS PAYMENTS	\$146,904.20	\$56,268.00	\$0.00	\$486,778.56	\$879,696.00	\$1,569,646.76
J CURRENT PAYMENT DUE (F-H-I)	\$7,731.80	\$0.00	\$0.00	\$17,154.00	\$0.00	\$24,885.80
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%

AIA DOCUMENT G723/CMa - PROJECT APPLICATION SUMMARY - 1991 EDITION - AIA ©1991
 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, D.C. 20006-5209

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

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: 15
 APPLICATION DATE: 9/1/2016
 PERIOD FROM: 7/1/2016
 TO: 8/31/2016
 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
	MECHANICAL WS 22-A		Doors, Frames, Hdwr WS 08-A		Earthwork & Utilities WS 31-A		Structural Precast WS 03-B		Asphalt Paving WS 32-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 CONTRACT SUM TO DATE	\$136,411.00		\$11,369.94		\$9,955.20		\$0.00		\$7,300.00		\$165,036.14
D WORK IN PLACE TO DATE	\$725,311.00		\$73,946.94		\$258,604.20		\$21,834.00		\$97,300.00		\$1,176,996.14
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)	\$725,311.00		\$73,946.94		\$226,440.00		\$21,834.00		\$97,300.00		\$1,144,831.94
G RETAINAGE PERCENTAGE	5%		5%		5%		5%		0%		5%
H RETAINAGE AMOUNT	\$36,265.55		\$3,697.35		\$11,322.00		\$1,091.70		\$0.00		\$52,376.60
I PREVIOUS PAYMENTS	\$689,045.45		\$70,249.59		\$215,118.00		\$20,742.30		\$92,435.00		\$1,087,590.34
J CURRENT PAYMENT DUE (F-H-I)	\$0.00		\$0.00		\$0.00		\$0.00		\$4,865.00		\$4,865.00
K BALANCE TO FINISH (C-F)	\$0.00		\$0.00		\$32,164.20		\$0.00		\$0.00		\$32,164.20
L PERCENT COMPLETE (F+C)	100%		100%		88%		100%		100%		97%

AIA DOCUMENT G723/CMa - PROJECT APPLICATION SUMMARY - 1991 EDITION - AIA ©1991
 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, D.C. 20006-5209

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

G723/CMa-1991

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: 15
 APPLICATION DATE: 9/1/2016
 PERIOD FROM: 7/1/2016
 TO: 8/31/2016
 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME	Overhead Door Company of the Northland Special Doors WS 08-C	Peterson Companies, Inc. Fencing WS 32-C	Quality Drywall Midwest Drywall WS 09-A	Red Cedar Steel Erectors Structural Steel Erection WS 05-A	Relling Construction Company Inc. Carpentry WS 06-A	TOTALS THIS PAGE					
							CONTRACT SUM	ORDERS TO DATE	CONTRACT SUM TO DATE	WORK IN PLACE TO DATE	STORED MATERIALS (Not in D or I)
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											
C CONTRACT SUM TO DATE	\$2,337.00	\$0.00	\$46,857.00	\$1,130.00	\$4,963.72	\$55,287.72					
D WORK IN PLACE TO DATE	\$74,544.00	\$14,000.00	\$209,857.00	\$123,830.00	\$249,705.72	\$671,936.72					
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)	\$74,544.00	\$14,000.00	\$209,857.00	\$123,830.00	\$249,705.72	\$671,936.72					
G RETAINAGE PERCENTAGE	5%	5%	5%	5%	0%	5%					
H RETAINAGE AMOUNT	\$8,727.20	\$0.00	\$10,492.85	\$0.00	\$0.00	\$19,220.05					
I PREVIOUS PAYMENTS	\$63,596.65	\$14,000.00	\$199,364.15	\$123,830.00	\$241,899.05	\$642,689.85					
J CURRENT PAYMENT DUE (F-H-I)	\$2,220.15	\$0.00	\$0.00	\$0.00	\$7,806.67	\$10,026.82					
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%					

AIA DOCUMENT G723/CMa - PROJECT APPLICATION SUMMARY - 1991 EDITION - AIA ©1991
 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, D.C. 20006-5209

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

G723/CMa-1991

PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

PAGE SIX OF SEVEN PAGES

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

APPLICATION NO: 15
 APPLICATION DATE: 9/1/2016
 PERIOD FROM: 7/1/2016
 TO: 8/31/2016
 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME	Right Way Caulking, Inc.	S & J Contracting	Steinbrecher Painting, Inc.	Superior Tile & Terrazzo, Inc.	Twin City Acoustics, Inc.	TOTALS THIS PAGE
A ORIGINAL CONTRACT SUM	\$17,200.00	\$22,606.00	\$53,500.00		\$9,920.00	\$119,801.00
B NET CHANGE	\$568.00	\$0.00	\$2,640.00		\$5,183.19	\$9,241.19
C CONTRACT SUM TO DATE	\$17,768.00	\$22,606.00	\$56,140.00		\$15,103.19	\$129,042.19
D WORK IN PLACE TO DATE	\$17,768.00	\$22,606.00	\$56,140.00		\$15,103.19	\$129,042.19
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)	\$17,768.00	\$22,606.00	\$56,140.00		\$15,103.19	\$129,042.19
G RETAINAGE PERCENTAGE	5%	5%	0%		5%	5%
H RETAINAGE AMOUNT	\$888.40	\$0.00	\$0.00		\$755.16	\$1,643.56
I PREVIOUS PAYMENTS	\$16,879.60	\$22,606.00	\$53,333.00		\$13,588.99	\$123,832.59
J CURRENT PAYMENT DUE (F-H-I)	\$0.00	\$0.00	\$2,807.00		\$759.04	\$3,566.04
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00
L PERCENT COMPLETE (F-C)	100%	100%	100%		100%	100%

AIA DOCUMENT G723/CMa - PROJECT APPLICATION SUMMARY - 1991 EDITION - AIA ©1991
 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, D.C. 20006-5209

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

G723/CMa-1991

PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

PAGE SEVEN OF SEVEN PAGES

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

APPLICATION NO: 15
 APPLICATION DATE: 9/1/2016
 PERIOD FROM: 7/1/2016
 TO: 8/31/2016
 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	0%	5%	5%	5%	5%
H RETAINAGE AMOUNT	\$0.00	\$2,598.25	\$0.00	\$0.00	\$2,598.25
I PREVIOUS PAYMENTS	\$19,950.00	\$49,366.75	\$0.00	\$0.00	\$69,316.75
J CURRENT PAYMENT DUE (F-H-I)	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
L PERCENT COMPLETE (F+C)	100%	100%			100%

AIA DOCUMENT G723/CMa - PROJECT APPLICATION SUMMARY - 1991 EDITION - AIA ©1991

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, D.C. 20006-5208

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

G723/CMa-1991



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

Date: September 27, 2016
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Re: **Final budget update on Fire Hall project**

BACKGROUND

The Fire Hall project has reached substantial completion, with a few minor “punch list” items remaining to be completed. As such, it is appropriate to receive a final update on the overall project budget, as compared to cost estimates and contractor proposals. Kraus Anderson will be on hand during the City Council meeting to fully discuss the final budget, and a budget report is attached for your review.

We are pleased to report that the project was completed on schedule and under budget. This cost savings is due to diligent work on the part of Kraus Anderson, architect Leo Daly, and staff in ensuring that project changes and additional requests were strictly monitored and considered prior to approval. Some items out of our control occurred in the City’s favor, including a very favorable construction season in terms of weather for the fall of 2015 through the winter of 2016, which reduced (or eliminated) the need for temporary heat and other costly site services.

On behalf of all staff, we would like to congratulate the Council on a highly successful project that the City can be very proud of for years to come. A major thanks to all contractors involved in the project, namely construction manager Kraus Anderson for their diligent project management, and architect Leo Daly for a great design and guidance throughout the project.

Attachment

Fire Hall Budget as of September 2016

Owner: City of Bayport
 Project: Fire Hall
 Location: Bayport, MN
 Date: 9-28-16



Overall Budget Sheet

Description	Current	Remarks
Board Approval of Base Bid Project	\$5,366,912	
Addition of In-Floor Heat and Dorm Rooms	\$208,152	estimate pre-contractor pricing - board review
Project Budget	\$5,575,064	
Construction Costs - Bid Day	\$3,777,641	Awarded Prime Contracts - bid day
Post Bid Day - Fencing Contract	\$14,000	Awarded Prime Contract - post bid day
CM Site Services	\$270,000	
General Conditions	\$79,165	Moved \$98k to contingency 1-25-16 (org. was \$198k)
	\$7,140	Final Cleaning \$7,140
Contingency	\$422,152	\$135k org. contingency + dorm/infloor of \$183k
Change Orders to date	\$379,624	
Pending Change Orders	\$0	
Remaining Contingency	\$42,528	
Total Construction Budget	\$4,527,570	
Soft/Owner Cost Budget		
A/E Fees (Structural, Civil, Landscape, M&E)	\$359,677	Leo A Daly
A&E Project Reim.	\$0	Leo A Daly
Additional A&E Fees (Dorms & InFloor Heat)	\$0	estimate pre-contractor pricing
CM Fee	\$137,500	Kraus Anderson Construction
Plan Review	\$4,489	MN Dept of Labor (75% of Review Fee)
Building Permit	\$0	City Waives permit fees
SAC & WAC Costs	\$0	
Construction Testing / Special Inspections	\$32,643	
Site Survey	\$2,750	
Land Acquisition	\$0	State Grant
FF & E	\$63,563	
Technology / Equipment / Security	\$63,104	
Project Commissioning/Validation	\$0	
Engineering for Utility Design	\$38,345	S.E.H.
Utility Connections	\$220,439	
Misc. Owner Expenses	\$0	
Builders Risk and Insurances	\$477	
Total Soft/Owner Budget	\$922,987	
Total Project Costs	\$5,450,557	Const. Cost + Soft Costs + Owner Costs
Overall Project Balance	\$124,507	assumes Contingency is spent in full



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

DATE: September 27, 2016
TO: Mayor and City Council
FROM: Logan Martin, City Administrator
RE: Update on the municipal parking lot project at 169 3rd St. N. and revised drainage and utility easements

BACKGROUND

After some unanticipated delays due to weather, contractor scheduling, and final easement acquisition, the municipal parking lot project is now in progress and will still be completed on schedule. A few items have been modified since the Council last discussed this project, and staff determined that it was important to convey these changes to the Council.

The most significant change to note is the minor re-routing of the storm sewer pipe traveling east to Perro Creek. As you may recall, the Council approved drainage and utility easements for this project at its May meeting. However, based on discussions with all parties involved, the final location of the pipe will reflect a slight modification from the plan conveyed in May. The easement and pipe will now be installed along the northern edge of the properties at 236 Central Avenue and 202 Central Avenue, terminating into Perro Creek. The City has reached agreements with both property owners and a permanent easement will be recorded against these properties (updated easements attached). The ability to drain the storm water east to Perro Creek will result in significant cost savings as compared to going west and connecting to the City's preexisting system under the roadway, so acquiring these easements was critical.

The balance of the project includes minor soil corrections and removals, site grading to ensure proper drainage, and installation of asphalt, curbing, and rain garden planting beds around the perimeter of the lot. As a reminder, the planting areas will not be planted this fall, and will however be completed in the spring. This is not only a more receptive planting season, but will also allow the City to pursue grant funding for rain garden plantings from the Middle St. Croix Watershed Management Organization. The project will be substantially completed by the end of 2016, which is a requirement of the excess Tax Increment Finance funds being used to pay for the project.

Attachments

Draft Drainage and Utility Easements

Return to:

Eckberg Lammers, P.C.
Attn: Andrew J. Pratt
1809 Northwestern Avenue
Stillwater, Minnesota 55082

**PUBLIC DRAINAGE AND UTILITY
EASEMENT AGREEMENT**

DRAFT

PUBLIC DRAINAGE AND UTILITY EASEMENT AGREEMENT

THIS PUBLIC DRAINAGE AND UTILITY EASEMENT AGREEMENT is made this _____ day of _____, 2016, by and between **ROGER M. KASKE** and **SUSAN L. KASKE** (collectively, 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 a parcel 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 placement of a new chain-link fence, and shrubbery and other plants to screen the fence, to be located at the north end of the Grantor Property (the specific location to be determined jointly by the Grantor and the Grantee, with the Grantor specifically waving any future liability or claim against Grantee for the placement of the fence and associated screening), 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 storm water 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 storm water drainage and municipal utility purposes, for the purpose of maintaining, repairing or replacing the said public facilities 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 storm water 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 December 31, 2016.

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.

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.

Return to:

Eckberg Lammers, P.C.
Attn: Andrew J. Pratt
1809 Northwestern Avenue
Stillwater, Minnesota 55082

**PUBLIC DRAINAGE AND UTILITY
EASEMENT AGREEMENT**

DRAFT

**PUBLIC DRAINAGE AND UTILITY
EASEMENT AGREEMENT**

THIS PUBLIC DRAINAGE AND UTILITY EASEMENT AGREEMENT is made this _____ day of _____, 2016, by and between **BRADLEY S. SMITH AND BILLIE JO L. SMITH**, husband and wife (collectively, 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 a parcel 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 **THREE THOUSAND TWO HUNDRED FIFTY AND NO/100 DOLLARS (\$3,250.00)**, 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 storm water 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 storm water drainage and municipal utility purposes, for the purpose of maintaining, repairing or replacing the said public facilities 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 storm water 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 December 31, 2016.

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.

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



Bayport Fire Department

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

Date: September 21, 2016

To: Mayor and City Council
Logan Martin, City Administrator

From: Allen Eisinger, Fire Chief

Re: September Fire Chief's Memo

Through September 26, the monthly call volume is 83. Training consisted of auto extrication and quarterly SCBA. Fire inspections are ongoing.

Meetings, Station Tours, Community Events

- Stillwater Area High School stadium/construction visit with State Fire Marshall
- Continued to work with a local resident who has volunteered to assist the department in grant writing/applications
- Department of Corrections Commissioner Thomas Roy toured the new station
- Participated in Derby Days Fireworks standby
- Airboat was painted and graphics installed. The trailer was also painted and re-decked. Bayport Transmission donated services and parts for the exhaust system on the airboat. We will begin training on the boat in October.
- Participated in Minnesota Fire Service Memorial at State Capital
- Received a \$200 donation from Walmart for bottled water
- City of Oak Park Heights provided \$2,000 to help with Fire Prevention materials for schools and open house

Upcoming Events

- Fire Prevention Week is October 9-15 with an Open House at Fire Hall on October 15, 9:00 a.m. – 12:00 p.m.
- Visits to Schools and Day Care Centers will be conducted throughout Fire Prevention Week
- Public Safety Open House with Police Department at old Fire Hall on October 31, 5:00 p.m. – 7:00 p.m.

Safety Tip

Burning leaves is not allowed in the seven county metro area. Only recreational fires are allowed in the city. Visit the city's website for recreational fire regulations.



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

Date: September 22, 2016

To: Mayor and City Council
Logan Martin, City Administrator

From: Mel Horak, Public Works Supervisor

Re: Public Works Department Update – October City Council Meeting

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

1. Mowed and trimmed city property numerous times
2. Finished repainting of white crosswalks and yellow no parking areas throughout the city
3. Continued tree trimming and storm damage tree abatement
4. Provided assistance to the Derby Days celebration
5. Completed the daily park routine of opening and cleaning the beach house, picnic shelters, grills, beach and shoreline
6. Continued grading alleys and dirt roads
7. Completed ongoing maintenance and repairs to trucks and equipment
8. Read approximately 900 water meters for quarterly billing
9. Installed multiple new water meters, repaired numerous nonfunctioning water meters, and read numerous water meters for final utility billings
10. 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

Public Works noticed numerous high water use accounts for the 3rd Quarter. The leading cause of high water consumption in the older part of Bayport is leaky toilets. The leading factor at residences in Inspiration and Baytown Township is irrigation systems.



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

Past Events

September 17: Derby Days – Reserve Officers and Police Officer

Upcoming Events

Oct. 25: Halloween event at Croixdale – Reserve Officers

Oct. 31: Public Safety Open House at former fire hall from 5 p.m. to 7 p.m. Officers and Reserve Officers to walk the streets until 8 p.m.

MISCELLANEOUS

A letter of appreciation was given to Officer Willmarth. The letter is included in the City Council packet.

August Log - (continued)

23 – 31: *Level 1 Medical/Death investigation, disturbance/civil assist/landlord, hit and run, park close/shelter reservations, information, suspicious male, public/civil assist, suspicious activity, park close, suspicious activity/business, in park after hours, provisional DL restriction, fail to display current reg. (Jan 16), vehicle lockout, vacant/vac. checks, medical L1, parking complaint, alarm, child custody questions, park close, accident with injuries, alarm, city ordinance issue/debris, information on suicidal person, suspicious vehicle, property retrieval, speed 60/40 x 3, w/w speed x 3, medical L1, park close shelter permits, warrant arrest, medical L1, civil/domestic/extra patrols, AOA/domestic, detail, welfare concern, domestic, aoa/courtesy transport, public assist, park close, medical L1, school crossing, phone scam report, commercial vehicle inspection/unsafe tires, crash blocking/traffic control, driving complaint, accident no injuries, domestic/UOF report, medical L1, trespass concern, customer trouble, crosswalk duty, vacant/vac. check, public assist, extra patrol, malicious mischief, school crossing, stalled blocking, 911 abandon call, HRO questions, background firefighter, medical level 3, landlord asking questions, extra patrol, school crossing, city ord.(grass complaints), 911 abandon, park close, fire alarm, park close.*

September Log

01 – Informational, school crossing, malicious mischief/extra patrol/extra patrol, w/w speed/window tint, property drop off, driving complaint DAS, alarm, park close, vehicle lockout.

02 – Crime prevention open door x 2, school crossing, medical L1, window tint, accident w/injuries, NPI, suicidal male, NPI, AOA/narc. felony stop, medical L1.

03 – AOA/domestic, AOA/911 open linem, NPI, parking complaint, DAS, unlawful parking, NPI,.

04 – AOA/susp. activity, parked in park after hours, 911 hang up, AOA/domestic, AOA/commercial burg. Alarm, AOA/firework complaint, pursuit info, veh. lock out-in parking lot.

05 – Park close, suspicious activity, AOA/recovered stolen, medical L1, check area.

06 – Property damage accident, school crossing, lost cat, found cat, lost dog, DAS, public works background completed, medical L1, park close.

- 07 – Crime prevention x 2, school crossing, boat in roadway, harassment complaint, public assist, AOA/alarm.
- 08 – School crossing, ordinance violation, park closed, speed 58/40.
- 09 – Extra patrols, AOA/unknown situation, vehicle lockout, school crossing, crash/no injuries, medical L1, erratic driver, harassment report, parking complaint, disturbance, driving complaint, park close.
- 10 – Public assist, protester information, community policing event (Big Trucks), speed 47/30, park close.
- 11 – suspicious activity, park close, warrant information, suicidal male, public works issue, citizen assist, no DL, No commercial DL, NPI, AOA/unknown situation, car vs deer, park close, abandon vehicle.
- 12 – Suicidal female, alarm, fire call, medical L1, lost dog, public works seasonal background check, susp. activity, citizens assist, park close.
- 13 – Fail to obtain DL w/in 60 days, school crossing, medical L1, panic alarm, out of control male/transport. to mental health, 5th degree assault.
- 14 – school crossing, medical L3, 911 open line, school crossing, boat trailer parking, trailer theft, park close, welfare concern/medical L1/72 hour hold.
- 15 – Domestic, w/w speed, vehicle lockout, assist to city hall, lakeside park close.
- 16 – School crossing, injured animal call, property retrieval, OFP assist, OFP to include children, speed 48/30, warrant arrest, medical L2, medical L1, AOA/burglar alarm, NPOI, speed 75/55, medical L1 x2.
- 17 – Parking complaint, dispute/fireworks, fireworks complaint, 4th degree DUI.
- 18 – Intoxicated male, NPOI, boat trailer parking, w/w semaphore, suspicious activity/AOA.
- 19 – Domestic, medical L1, school crossing, welfare check, neighbor concern/DOC/trespass, vehicle lockout, AOA/threat gun involved, park close.
- 20 – Assist city hall/barricades, suspicious male, city ordinance, lost wallet, boat trailer envelope pick up, medical alarm L1, found IPOD, vacant/vacation checks, AOA/medical alarm, extra patrol, park close, AOA/susp. person.
- 21 – DAS, AOA/suicidal male, school crosswalk, medical L3, AOA/susp. vehicle report, park close, missing child(located), AOA/open door.
- 22 – School crossing, found property, medical L1, found property, erratic driver, speed 66/40.
- 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.

Bayport Public Library



582 NORTH FOURTH STREET
BAYPORT, MINNESOTA 55003
(651) 275-4416

Date: September 23, 2016
To: Mayor and City Council; Logan Martin, City Administrator
From: Jill Smith, Bayport Public Library Director
Re: Bayport Library Update

The Derby Days book sale at the library was a success! The book sale was organized by Susie Danielson, the library's Volunteer Coordinator, who used an all-volunteer workforce to move and organize the large amount of materials. Total proceeds for the Foundation for the Bayport Public Library were \$889.

We have eight classes making weekly visits from Andersen Elementary. It is wonderful to host so many eager young readers every week!

I am pleased with the level of use our self-check machine is receiving. In August, 2909 items were checked out at the machine, which was 54% of the monthly circulation. This is a high number for only the second month of use.

In October, we will once again show movies over the school break on October 20 and 21 at 1:00 p.m. both days. We will show *Ice Age: Collision Course* and *The Jungle Book*. We will have the Spooky Basement again on Saturday, October 29, from 1:00 p.m. to 3:00 p.m.

As I approach one year of being the Library Director, I am so grateful for the warm welcome I received from residents and library users. My primary goal is for every resident to feel welcome to use the Library. In my first year, I really focused on bringing the Library's technology up-to-date, and although there is still work to do, our new website and the implementation of RFID (Radio Frequency Identification) technology are steps in the right direction. In my second year, I will focus more on improvements to the Library space, to better showcase the collection and to provide adequate space for study and learning activities. I will also work more on increasing awareness of what the Library can offer to the community. As always, I strive to improve and create services that meet community needs.

From our babies and their caregivers who attend storytimes, our young readers who check out stacks of books, and our readers looking for just one great read to escape the daily grind, thank you for supporting the Bayport Public Library!



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

Date: September 26, 2016
To: Mayor and City Council
Logan Martin, City Administrator
From: Sara Taylor, Assistant City Administrator/Planner
Re: **Department Update – October City Council meeting**

POTENTIAL PROJECT FOR WASHINGTON COUNTY LAND AND WATER LEGACY PROGRAM (LWLP)

The appraisal for these properties continues and a cost estimate to extend municipal water and sewer utilities to the parcels has been completed by City Engineer John Parotti. The utility extension cost will be an important factor for the appraiser to consider when establishing a market value for the properties. The appraisal is anticipated to be completed by October 15. A tentative workshop to discuss appraisal outcomes and next steps for the project is anticipated for November.

CITY NEWSLETTER

The next edition of the city newsletter is expected to be printed and distributed in the next few weeks. Highlights of this edition include articles on the 2017 budget and levy, update on the new municipal parking lot project, general election, new MNSPECT building inspection staff, *Bayport in Bloom* garden contest winners, community programs/events, and prevention tips for stormwater pollution. The final 2016 newsletter edition will be distributed in December.

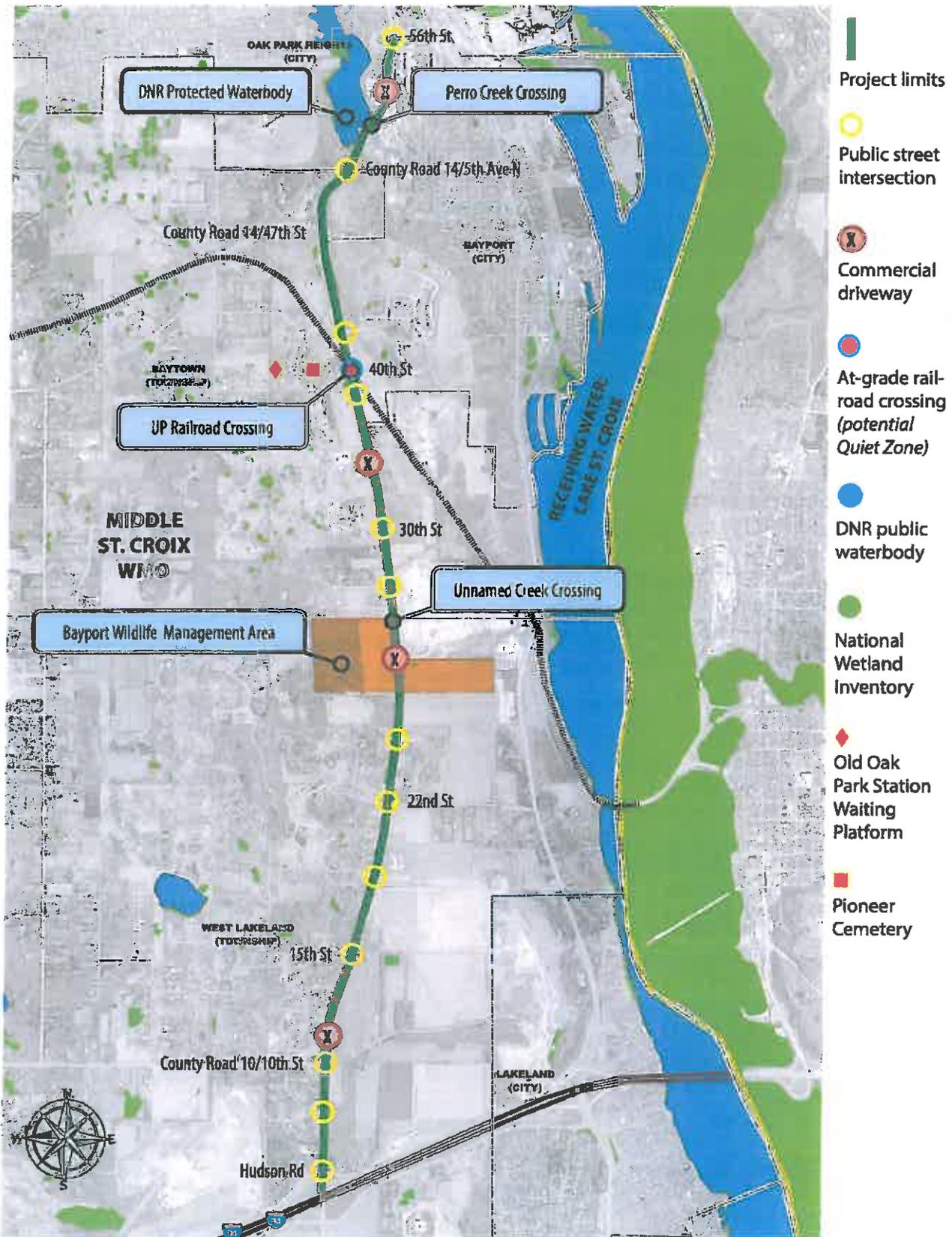
ANNUAL ST. CROIX WORKSHOP ON THE WATER FOR LOCAL LEADERS

On September 14, I had the opportunity of representing the city at the annual St. Croix Workshop on the Water. The workshop is geared toward elected and appointed officials, focusing on building knowledge and providing skills to make informed decisions on water resources and land use. Practices, policies, and ongoing projects aimed at protecting and restoring the St. Croix River were featured. The importance of communities adopting a clear, orderly, consistent, and transparent process for issuing land use and zoning permits was also a major focus of the workshop. Also, I am pleased to say that Bayport was one of the communities recognized for recently adopting Minimal Impact Design Standards (MIDS) for stormwater management and water quality improvement efforts, which was applauded by several agencies and local leaders in attendance!

STAGECOACH TRAIL CORRIDOR PROJECT OPEN HOUSE

Over the past few months, city staff has participated in meetings regarding the Stagecoach Trail Corridor Improvement Project lead by Washington County. A study has been initiated to develop a preliminary design concept for this corridor to identify improvements, such as new turn lanes, widened shoulders, driveway/access consolidation, and other safety improvements. An open house for the community to learn more about the project has been scheduled for Tuesday, October 4, 4:30-6:30 p.m. at the Bayport Library. A map of the study area is attached. More information is available on the project website at www.co.washington.mn.us/County21

STUDY AREA - I-94 TO 56TH STREET





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

Date: September 27, 2016
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Re: **Administration Department Update – October City Council meeting**

MUNICIPAL PARKING LOT PROJECT

Installation of the storm sewer piping and initial grading of the parking lot project has begun in earnest, and the project remains on schedule for completion by the end of October. As a reminder, the rain garden planting beds will be roughed in this fall, with final planting of vegetation occurring in the spring. This is not only a more conducive planting timeframe, but it will also allow the City to pursue grant funding from the Middle St. Croix Watershed Management District for the rain garden plantings.

PUBLIC WORKS SUCCESSION PLANNING

Staff has begun refining the recently updated Public Works Director job description by removing some of the engineering duties that were originally included based on the previously unsuccessful recruitment process. The intention is to get the position posted in the next few weeks, which should be a positive time for acquiring a good pool of applicants. Based on that schedule, we would anticipate interviews occurring in early November, with a candidate for Council consideration potentially at the December meeting.

UPCOMING MEETINGS AND EVENTS

October 3	City Council meeting	6pm	City Hall
October 15	Fire Prevention Open House	9am – 12pm	Fire Hall
October 18	Candidate Forum	7pm	City Hall
October 29	Library's Spooky Basement	1pm – 3pm	Library
October 31	Public Safety Halloween Event	5pm – 7pm	Old Fire Hall
November 7	City Council workshop	5pm	City Hall
November 7	City Council meeting	6pm	City Hall
November 8	General Election Day	7am – 8pm	City Hall
Nov. 14/16	Special Mtg. to canvass election results	5pm (TDB)	City Hall