

**CITY OF BAYPORT  
CITY COUNCIL MEETING  
Council Chambers, 294 North 3<sup>rd</sup> Street  
April 4, 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 March recycling award recipient is Cornell MacDonald who will be awarded for his recycling efforts, with funding made possible by a grant from Washington County.

**OPEN FORUM**

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

- 1.
- 2.

**CONSENT AGENDA**

Consider a resolution adopting items 1 through 11

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10. Donation of \$250.00 from Kelly Jacobs for city trees	10
11. Pay application #10 from Kraus Anderson and subcontractors for Fire Hall construction	11

**PUBLIC HEARINGS**

**UNFINISHED BUSINESS**

- 1. Consider authorization to prepare plans and specifications and solicit bids for construction of a municipal parking lot at 169 3<sup>rd</sup> Street North 12

**NEW BUSINESS**

- 1. Consider authorization to initiate the hiring process and establish a salary grade for a city Public Works Director/Engineer position 13
- 2. Consider accepting quotes for pump repair and maintenance work for municipal Well #2 and authorizing completion of the project 14

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**CITY COUNCIL ITEMS AND ANNOUNCEMENTS**

- 1.
- 2.

**ADJOURNMENT**

**RESOLUTION NO. 16-**

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,  
WASHINGTON COUNTY, MINNESOTA HELD APRIL 4, 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 4<sup>th</sup> day of April 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  
APRIL 4, 2016 CITY COUNCIL AGENDA**

1. March 7, 2016 City Council workshop meeting minutes
2. March 7, 2016 City Council regular meeting minutes
3. March payables and receipts (check numbers 006914-007043)
4. March building, plumbing and mechanical permits report
5. Donation of \$200.00 from Mary and Paul Goulette for downtown hanging flower baskets
6. Temporary on-sale liquor license application from Bethlehem Lutheran Church for Dane's Place Pig Roast on June 25, 2016
7. Special event application from Run Stillwater, Inc., for Lift Bridge Road Races at Lakeside Park on Saturday, July 23, 2016
8. Special event application from Bayport American Legion Post 491 for Memorial Day Parade on Monday, May 30, 2016
9. Donation of \$500.00 from the Baytown Woods Fund of the St. Croix Valley Foundation for the Bayport Fire Department
10. Donation of \$250.00 from Kelly Jacobs for city trees
11. Pay application #10 from Kraus Anderson and subcontractors for Fire Hall construction

The motion for 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 4<sup>th</sup> day of April 2016.

ATTEST:

\_\_\_\_\_  
Logan Martin, City Administrator

\_\_\_\_\_  
Susan St. Ores, Mayor

**CITY OF BAYPORT  
CITY COUNCIL WORKSHOP MINUTES  
COUNCIL CHAMBERS  
March 7, 2016  
5:00 P.M.**

**CALL TO ORDER**

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

**ROLL CALL**

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

Staff Present: City Administrator Logan Martin, Assistant City Administrator/Planner Sara Taylor, City Attorney Andy Pratt, and Public Works Supervisor Mel Horak

**DISCUSS CURRENT CODE ENFORCEMENT EFFORTS**

Planner Taylor noted that the city has implemented several city code updates related to parking, property maintenance, vegetation, animals, and solid waste within the past year. These updates have not only helped resolve many ongoing complaints and code enforcement issues, but also aided in improving neighborhood appearance. She stated that in 2016, staff will continue to research potential code updates for minimal impact design standards (MIDS) for stormwater recommended by the Middle St. Croix Watershed Management Organization, LED reader board signs and temporary banners/sidewalk signage, garden/tool shed permit requirements, and off-street parking dimension and design requirements.

Administrator Martin noted that with the recent city code updates, the city has seen a decrease in overall complaints and ordinance violations. In addition, newsletter articles and informational handouts have helped educate property owners on the importance of city code requirements for the overall health, safety, and welfare of the community. He stated that several code enforcement efforts have been transitioned from Administration to the Police Department, which has increased staff efficiency and property owner response/compliance. Administrator Martin reviewed ongoing code enforcement efforts related to on-street parking in Inspiration, outdoor storage on Point Road, and garage construction on Minnesota Street. Discussion followed on each of the matters.

**DISCUSS PUBLIC WORKS POSITION**

Administrator Martin noted that staff has been reviewing job descriptions from several municipalities to assist in developing a new draft description for a Public Works Director position. He stated this new position would be the department lead, incorporating duties of the current Supervisor position, as well as many engineering related tasks currently provided by an outside consulting firm. Discussion followed on salary, as well as impacts regarding reorganization of the department. Administrator Martin noted that although the city would see an increase in salary as compared to the current Supervisor position, the city could reduce consultant workload at an estimated annual savings of \$40,000-\$50,000, as well as increase staff efficiency and productivity on projects involving utilities, infrastructure, traffic control, grading, and engineering plan review. A draft job description and further analysis is anticipated to be complete within the next month, which will be discussed at an upcoming workshop.

**DISCUSS USE OPTIONS FOR INSPIRATION NATURE CENTER**

Due to time constraints, Administrator Martin noted that discussion of the Inspiration Nature Center would be postponed to a future workshop,

**ADJOURNMENT**

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

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS  
MARCH 7, 2016  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of March 7, 2016 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

**ROLL CALL**

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

Members Absent: None

Staff Present: City Administrator Logan Martin, Police Chief Laura Eastman, Fire Chief Allen Eisinger, Public Works Supervisor Mel Horak, City Engineer John Parotti, City Attorney Andy Pratt, and Assistant City Administrator/Planner Sara Taylor

**APPROVAL OF AGENDA**

It was moved by Councilmember Goldston and seconded by Councilmember Carlson to approve the March 7, 2016 City Council agenda. Motion carried 5-0.

**PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS**

1. The February recycling award recipients are David and Regina Madsen who will be awarded for their recycling efforts, with funding made possible by a grant from Washington County.
2. Mayor St. Ores thanked the First State Bank and Trust of Bayport for their ongoing donation of water for the Perro Park warming house during the skating season and at the Fire Hall.

**SWEARING IN OF POLICE OFFICER RILEY CAMERON**

Mayor St. Ores administered the Oath of Office to Riley Cameron, the Police Department's new part-time officer. Police Chief Eastman recognized Officer Cameron's previous work with the department as a Reserve Officer and Community Service Officer and welcomed him to the force.

**OPEN FORUM**

Mayor St. Ores asked City Administrator Martin and Attorney Pratt to provide an update on a situation discussed at last month's meeting related to a building permit application submitted by the property owners at 636 Minnesota Street South to construct a detached garage. Administrator Martin said city staff has spent a significant amount of time investigating and researching the issue and summarized the city's interpretation and analysis of the situation. He noted the application meets the city code requirements for the overall square footage of a garage on the property, and that the adjacent homeowners have appealed the height of the proposed garage (15 feet versus the standard 12 feet, as measured at the midpoint). Section 703.01 of city code allows the city administrator to approve an increase to a maximum of 17 feet for the purpose of matching the garage roof pitch or style of the accessory building to the existing home, provided the garage is not higher than the home. City staff has verified that the garage will be shorter than the home, will match the overall style of the house, and the roof pitch on the garage will match the roof pitch of the house. Therefore, city staff allowed a deviation in the height of the garage to the requested 15 feet. He noted city code does not regulate side wall

height, as long as the aforementioned standards are met, which is also a concern of the adjacent property owner. Examples of existing garages in Bayport constructed with the building height deviation were shown. Staff estimates that 80% of all garages built within the last 10 years in Bayport have used the height deviation standard, which allows the garage to be in style with the home and provides additional indoor storage for recreational vehicles that are common in the area. It was noted previous administrations and City Councils drafted the zoning ordinances to allow city staff to permit these types of deviation standards for an accessory building, rather than require a variance, since they are a common occurrence and generally not detrimental to a neighborhood. The building permit issued in October has been held up by the appeal process and the applicant is anxious to start construction.

Attorney Pratt said the city's response in denying the appeal raised by the adjacent homeowner is a legally defensible position and explained his conclusions. He reviewed correspondence from the adjacent homeowner that indicates the possibility of zoning litigation. He stated that zoning litigation actions typically consider the party's alleged injury, and staff has not identified a defensible injury in this matter. It is Attorney Pratt's legal opinion that the property owner has the right to construct the garage at this time, as conditions warrant. Administrator Martin added that building inspections will allow the city to verify the garage is being constructed as permitted, including all dimensions, color selection, and overall site maintenance standards during construction. Administration Martin summarized a letter from the homeowner at 636 Minnesota Street South that states the color of the garage will match that of the home and that he plans to abide by all city requirements regarding the construction process.

Councilmember McGann believes the city's review of the building permit and applicable code was thorough, resulted in a fair interpretation, and construction should be allowed to proceed.

Councilmember Hanson noted that matching the roof pitch and style of the garage is a subjective matter and believes the city administrator was within his authority to deviate from the standard in this case. She does not perceive an injury to the adjacent homeowner if the garage is built as permitted and believes the building permit was issued as allowed by city code. Discussion followed on possible injury to the adjacent homeowners, including impact on their river view. Attorney Pratt said there is no legal precedent to claim an injury due to loss of a scenic view. Councilmembers noted that staff has spent a considerable amount of time and resources addressing the concerns raised by the adjoining property owners and concur with staff's legal opinion that the building permit is legal.

Tara Johnson, 620 Oakwood Street South, noted that the city required new building plans and a reduction in the height of the proposed garage at 636 Minnesota Street South after she brought the height deviation to the city's attention. She believes allowing a height deviation of 15 feet at the midpoint still violates the city ordinance that allows for a 12-foot midpoint maximum height. She said the garage could be built without a height deviation and still match the garage roof pitch and style to the home. She also believes the proposed garage style does not match that of the home. She said her purpose tonight was to inquire how the City Council interprets the ordinance and whether they agree with staff's interpretation. Based on the previous comments, she understands the City Council's position and thanked the councilmembers for their time on this issue.

Eric Johnson, 620 Oakwood Street South, believes the garage height deviation process should be reviewed and recommended revising the city's zoning ordinance to clarify any vague and subjective language.

## **CONSENT AGENDA**

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

Councilmember Carlson introduced the following resolution and moved its adoption:

**Resolution 16-03**

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-10 FROM THE  
MARCH 7, 2016 CITY COUNCIL AGENDA**

1. February 1, 2016 City Council regular meeting minutes
2. February payables and receipts (check numbers 006781-006913)
3. February building, plumbing and mechanical permits report
4. Renewal of boat trailer parking agreement with Andersen Corporation for 2016
5. Waiver of statutory tort liability limits for city insurance coverage
6. Hiring of Riley Cameron as a part-time police officer and PERA declaration (*Resolution 16-03A*)
7. Pay application #9 from Kraus Anderson and subcontractors for Fire Hall construction
8. Special event application from Victoria McKinney for wedding at Lakeside Park on Friday, September 23, 2016
9. Special event applications from Bayport Community Action League for 2016 events
10. Special event application from Bayport Community Action League for a craft fair at Village Green Park on Saturday, June 4, 2016 (new event)

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

Susan St. Ores – aye  
Connie Carlson – aye

Dan Goldston – aye  
Michele Hanson – aye

Patrick McGann – aye

**PUBLIC HEARINGS**

**UNFINISHED BUSINESS**

Consider concept parking lot plan and provide authorization to prepare bidding documents for project at 169 3<sup>rd</sup> Street North: Administrator Martin said staff vetted two concepts for creating a municipal parking lot at 169 3<sup>rd</sup> Street North. The Minnesota Department of Transportation (MnDOT) reviewed both concepts and will allow two access points, which will facilitate a one-way loop through the property. The two concepts were reviewed. Option A, utilizing angle parking, is not recommended per the city engineer because the drive aisles are narrow and the parking spaces small to accommodate larger vehicles. Staff believes that Option B, utilizing straight-in, 90 degree parking, is the most effective and feasible design, with a few modifications. In order to benefit from the favorable spring bidding season, staff is requesting authorization tonight to prepare the project bidding documents, with solicitation of the bids authorized in April and the bid awarded in May. The project, including the land acquisition, is funded by approximately \$380,000 in Tax Increment Financing (TIF) funds, and the city anticipates using the entire amount before the TIF funds expire at the end of the year.

Engineer Parotti said staff considered many standards when analyzing the recommended option, including those of the Middle St. Croix Watershed Management Organization (MSCWMO) regarding stormwater management, and city ordinances related to landscaping requirements and screening from adjacent residential properties. In order to comply with the requirements placed on the project, he said the 22-stall parking lot (Option B) will have tight dimensions and parking larger vehicles may present maneuverability challenges. Councilmember Hanson suggested increasing the size of the parking spaces for ease of maneuverability, even though it would decrease the number of proposed parking spaces. Engineer Parotti said the proposed 18-foot parking space depth and 18-foot drive aisle width meets city code. However there is insufficient space to accommodate the recommended 22-foot drive aisle width and meet the landscaping and stormwater requirements. Councilmember Hanson expressed concern that landscaping features may pose a personal safety issue by obscuring sight lines in the lot, as well as

making snowplowing difficult. Administrator Martin noted there will be a calculated amount of green space required, based on the amount of impervious surface in the lot. He anticipates Woody's Bar and Grill staff/patrons to continue sharing the access points off Highway 95, to access their parking area. The city will encourage Woody's property owner to repave his parking area when the new lot is constructed and realize cost savings by ordering larger quantities of asphalt.

Councilmembers discussed the merits of both concepts, with modifications, and directed staff to explore different options that would provide the maximum number of parking stalls, adhere to the MSCWMO and city ordinance requirements, and consider parking and maneuverability of larger vehicles. Further discussion was continued to the April meeting.

## **NEW BUSINESS**

### **COUNCIL LIAISON REPORTS**

Councilmember Carlson said the Library Board changed their meeting day to the third Tuesday of each month, 6:00 p.m., at the library.

Councilmember Goldston attended the February 11, 2016 meeting of the Middle St. Croix Watershed Management Organization (MSCWMO). He will be sharing background information on the organization and its current projects at a future meeting.

Councilmember Hanson reported on the Central St. Croix Valley Joint Cable Commission's process to hire a replacement for Office Administrator Kathy Cinnamon who will be retiring March 15. Two candidates have been selected for final consideration. New officers were elected as follows: Mark Swenson, Chair; Rachel Crary, Vice-chair; and Michele Hanson, Treasurer. The commission hopes to have a franchise agreement with Comcast finalized in the near future.

### **STAFF/CITY ADMINISTRATOR REPORTS**

Fire Chief Eisinger reported on the department's successful move to the new Fire Hall on March 3, and staff hopes to be fully vacated from the former hall by the end of the month. A public open house is being coordinated for later this spring. He said the first service call came within three hours of the move and the building and its functions are working well. February's call volume was 88, which included three structures fires in Bayport's service area, assistance to two other departments for structure fires and response to a vehicular fatality. Chief Eisinger said the West Lakeland Township board is aware of the dangerous intersection at Highway 95 and 22<sup>nd</sup> Avenue and has been in contact with MnDOT about making the intersection safer. Monthly training and meetings were reviewed and he reported the annual fundraising dance was successful. A special effort at the dance raised \$2,000 for Fireman Mike Bell who is recovering from extensive surgery. Residents were reminded to check their electrical appliances and cords for signs of damage; electrical issues have been the main cause of recent fires. A properly working electrical cord should never feel warm to the touch.

Police Chief Eastman reviewed her written report and the hiring process for our new part-time officer. She noted Reserve Officers will be on duty at the Easter Egg Hunt on March 26 at Barker's Alps Park.

Public Works Supervisor Horak reviewed his written report and reminded residents there are free test strips available at City Hall if they suspect they may have a leaking toilet.

Assistant City Administrator/Planner reported the next edition of the city newsletter will be distributed in the next few weeks. She recently attended a workshop sponsored by the St. Croix River Association that focused on urban forestry topics, including emerald ash borer, and said she would be working with

Public Works Supervisor Horak to update the city's ordinances and best management practices. She is also working on updating city ordinances to incorporate the MSCWMO's new stormwater requirements, and a joint City Council/Planning Commission workshop to review the draft ordinances is tentatively scheduled for May. She is in the process of completing the Washington County Recycling Grant Annual Report and reported the city's recycling efforts are working well. Upcoming city events were reviewed. Residents interested in participating in the June 3-4 citywide garage sale can contact City Hall to sign up.

Administrator Martin reported the city's annual audit went well last week with no major issues identified. The audit findings will be presented at an upcoming meeting. Staff has recently been working with Republic Services on a discrepancy with the fee charged for their annual yard waste program. Some residents were not charged the gradual annual increase defined in the contract until the issue was identified and corrected this year. As a result, certain residents saw a significant increase in the yard waste service portion of their bill. Residents may contact City Hall if they were affected by this issue, and Republic Services will then work with them on their accounts. City staff continues to vet the opportunity to participate in a community solar panel garden venture with the Metropolitan Council.

#### **CITY COUNCIL ITEMS AND ANNOUNCEMENTS**

1. Mayor St. Ores reminded residents of the importance of cleaning up yard waste to prevent it from getting into our waterways.
2. Councilmember Carlson said the Bayport American Legion is planning a fundraising spaghetti dinner for Fireman Mike Bell in April. She will inform City Hall of the exact date and time.

#### **ADJOURNMENT**

It was moved by Councilmember Hanson and seconded by Councilmember Hanson to adjourn the meeting at 8:16 p.m. Motion carried 5-0.

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City Administrator/Clerk

**CITY OF BAYPORT**

**\*Budget Control Summary**

Current Period: MARCH 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance
<b>FUND 101 GENERAL</b>				
Revenue Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$1,920,019.00	\$186,287.83	\$1,733,731.17	90.30%
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41240 RECYCLING	\$6,000.00	\$2,000.00	\$4,000.00	66.67%
DEPT 41600 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41602 CURB & SIDEWALK PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$104,000.00	\$13,904.78	\$90,095.22	86.63%
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	\$12,878.44	\$82,021.56	86.43%
DEPT 42200 FIRE PROTECTION	\$434,242.00	\$50,445.01	\$383,796.99	88.38%
DEPT 42201 FIRE STATION	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 STREET MAINT	\$7,000.00	\$0.00	\$7,000.00	100.00%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 PARKS	\$32,150.00	\$2,835.40	\$29,314.60	91.18%
DEPT 43201 PERRO PARK PROJECT/PLAN	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43300 CEMETERY	\$12,000.00	\$7,530.00	\$4,470.00	37.25%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Revenue Accounts</b>	<b>\$2,610,311.00</b>	<b>\$275,881.46</b>	<b>\$2,334,429.54</b>	<b>89.43%</b>
Expenditure Accounts				
DEPT 41100 ELECTIONS	\$4,500.00	\$600.00	\$3,900.00	86.67%
DEPT 41200 MAYOR & COUNCIL	\$154,601.00	\$34,444.13	\$120,156.87	77.72%
DEPT 41240 RECYCLING	\$6,895.00	\$808.83	\$6,086.17	88.27%
DEPT 41400 ADMINISTRATION	\$161,041.00	\$36,158.60	\$124,882.40	77.55%
DEPT 41910 PLANNING & ZONING	\$252,853.00	\$61,081.57	\$191,771.43	75.84%
DEPT 41940 MUNICIPAL BUILDINGS	\$50,131.00	\$10,210.90	\$39,920.10	79.63%
DEPT 42100 POLICE	\$817,428.00	\$171,122.30	\$646,305.70	79.07%
DEPT 42200 FIRE PROTECTION	\$506,185.00	\$70,025.91	\$436,159.09	86.17%
DEPT 42201 FIRE STATION	\$0.00	\$55,256.10	-\$55,256.10	0.00%
DEPT 43100 STREET MAINT	\$312,784.00	\$40,335.84	\$272,448.16	87.10%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43135 56TH ST & PICKETT AVE TRAIL	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43140 HAYNER/2ND ST. S UTILITY PR	\$0.00	\$433.85	-\$433.85	0.00%
DEPT 43160 STREET LIGHTING	\$31,750.00	\$4,078.11	\$27,671.89	87.16%
DEPT 43200 PARKS	\$65,126.00	\$6,632.07	\$58,493.93	89.82%
DEPT 43300 CEMETERY	\$7,475.00	\$1,513.79	\$5,961.21	79.75%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Expenditure Accounts</b>	<b>\$2,370,769.00</b>	<b>\$492,702.00</b>	<b>\$1,878,067.00</b>	<b>79.22%</b>

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CITY OF BAYPORT

03/30/16 12:12 PM

\*Fund Summary -  
Budget to Actual©

Page 1

MARCH 2016

	2015 YTD Budget	MARCH MTD Amount	2016 YTD Amount	2015 YTD Balance	2016 % YTD Budget
<b>FUND 101 GENERAL</b>					
Revenue	\$2,610,311.00	\$17,535.45	\$275,881.46	\$2,334,429.54	10.57%
Expenditure	\$2,370,769.00	\$187,382.62	\$492,702.00	\$1,878,067.00	20.78%
		<u>-\$169,847.17</u>	<u>-\$216,820.54</u>		
<b>FUND 102 STREET RECONSTRUCTION</b>					
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>		
<b>FUND 103 G O TIF BD FUND 1990 CAP PROJ</b>					
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>		
<b>FUND 106 TIF ECON DEV DIST 2</b>					
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>		
<b>FUND 107 TIF REDEVELOPMENT DISTRICT 2-1</b>					
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>		
<b>FUND 200 FIRE EQUIPMENT REPLACEMENT FUN</b>					
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>		
<b>FUND 201 D.A.R.E.</b>					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
<b>FUND 202 DRUG FORFEITURE</b>					
Revenue	\$0.00	\$125.00	\$125.00	-\$125.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$125.00</u>	<u>\$125.00</u>		
<b>FUND 203 PUBLIC WORKS EQUIPMENT REPL</b>					
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>		
<b>FUND 204 RECREATION CAP EQUIP &amp; MAINT</b>					
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>		
<b>FUND 205 TAX STABILIZATION FUND</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**CITY OF BAYPORT**  
**\*Fund Summary -**  
**Budget to Actual©**  
**MARCH 2016**

	2016 YTD Budget	MARCH 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		
<b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>					
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		
<b>FUND 207 PARK IMPROVEMENT FUND</b>					
Revenue	\$0.00	\$0.00	\$8,000.00	-\$8,000.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$8,000.00		
<b>FUND 208 PRISON SEWER PROJECT</b>					
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		
<b>FUND 209 DEVELOPER REIMBURSED PROJECTS</b>					
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		
<b>FUND 210 K-9 UNIT</b>					
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		
<b>FUND 211 LIBRARY</b>					
Revenue	\$295,800.00	\$755.98	\$4,235.87	\$291,564.13	1.43%
Expenditure	\$295,730.72	\$29,944.47	\$64,589.50	\$231,141.22	21.84%
		-\$29,188.49	-\$60,353.63		
<b>FUND 300 ANDERSEN WINDOWS EQUIP GRANT</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 303 GO TIF BOND 1990 DEBT SERVICE</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$2,059.07	\$231,480.42	-\$231,480.42	0.00%
		-\$2,059.07	-\$231,480.42		
<b>FUND 311 GO IMPROV BONDS OF 1992 DEBT S</b>					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 400 NEW FIRE STATION</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$370,157.67	\$1,150,608.83	-\$1,150,608.83	0.00%
		-\$370,157.67	-\$1,150,608.83		

**CITY OF BAYPORT**  
**\*Fund Summary -**  
**Budget to Actual©**  
**MARCH 2016**

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	2016 YTD Budget	MARCH MTD Amount	2016 YTD Amount	2016 YTD Balance	2016 % YTD Budget
<b>FUND 412 CEMETERY CAPITAL IMPROV</b>					
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		
<b>FUND 413 POLICE EQUIPMENT FUND</b>					
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		
<b>FUND 414 OFFICE AUTOMATION</b>					
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		
<b>FUND 415 MUNICIPAL BLDGS MAINT</b>					
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		
<b>FUND 416 PERRO CREEK OUTLET</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 601 WATER</b>					
Revenue	\$359,250.00	\$3,165.46	\$5,518.18	\$353,731.82	1.54%
Expenditure	\$526,458.00	\$29,613.72	\$77,949.77	\$448,508.23	14.81%
		-\$26,448.26	-\$72,431.59		
<b>FUND 602 SEWER</b>					
Revenue	\$640,000.00	\$0.00	\$756.94	\$639,243.06	0.12%
Expenditure	\$337,012.00	\$77,206.99	\$203,651.40	\$133,360.60	60.43%
		-\$77,206.99	-\$202,894.46		
<b>FUND 800 INVESTMENTS-POOLED</b>					
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		
<b>FUND 803 P &amp; Z ESCROWS</b>					
Revenue	\$0.00	-\$596.53	-\$596.53	\$596.53	0.00%
Expenditure	\$0.00	\$0.00	\$480.52	-\$480.52	0.00%
		-\$596.53	-\$1,077.05		
<b>FUND 851 NON EXP TRUST</b>					
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		
<b>Report Total</b>		<b>-\$675,379.18</b>	<b>-\$1,927,541.52</b>		

**CITY OF BAYPORT**  
**REVENUE SUMMARY YTD THRU 03/31/2016**

FUND	FUND Descr	2016 Budget	2016 YTD Amt	2016 % of Budget	2016 % of Budget Remain
FUND 101	GENERAL	\$2,610,311.00	\$275,881.46	10.57%	89.43%
FUND 102	STREET RECONSTRUCTION	\$0.00	\$0.00	0.00%	0.00%
FUND 103	G O TIF BD FUND 1990 CAP PRO	\$0.00	\$0.00	0.00%	0.00%
FUND 106	TIF ECON DEV DIST 2	\$0.00	\$0.00	0.00%	0.00%
FUND 107	TIF REDEVELOPMENT DISTRICT	\$0.00	\$0.00	0.00%	0.00%
FUND 200	FIRE EQUIPMENT REPLACEMENT	\$0.00	\$0.00	0.00%	0.00%
FUND 202	DRUG FORFEITURE	\$0.00	\$125.00	0.00%	0.00%
FUND 203	PUBLIC WORKS EQUIPMENT REP	\$0.00	\$0.00	0.00%	0.00%
FUND 204	RECREATION CAP EQUIP & MAIN	\$0.00	\$0.00	0.00%	0.00%
FUND 205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%	0.00%
FUND 206	WATER/SEWER IMPROVEMENT F	\$0.00	\$0.00	0.00%	0.00%
FUND 207	PARK IMPROVEMENT FUND	\$0.00	\$8,000.00	0.00%	0.00%
FUND 208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%	0.00%
FUND 209	DEVELOPER REIMBURSED PROJE	\$0.00	\$0.00	0.00%	0.00%
FUND 210	K-9 UNIT	\$0.00	\$0.00	0.00%	0.00%
FUND 211	LIBRARY	\$295,800.00	\$4,235.87	1.43%	98.57%
FUND 300	ANDERSEN WINDOWS EQUIP GR	\$0.00	\$0.00	0.00%	0.00%
FUND 303	GO TIF BOND 1990 DEBT SERVIC	\$0.00	\$0.00	0.00%	0.00%
FUND 400	NEW FIRE STATION	\$0.00	\$0.00	0.00%	0.00%
FUND 412	CEMETERY CAPITAL IMPROV	\$0.00	\$0.00	0.00%	0.00%
FUND 413	POLICE EQUIPMENT FUND	\$0.00	\$0.00	0.00%	0.00%
FUND 414	OFFICE AUTOMATION	\$0.00	\$0.00	0.00%	0.00%
FUND 415	MUNICIPAL BLDGS MAINT	\$0.00	\$0.00	0.00%	0.00%
FUND 416	PERRO CREEK OUTLET	\$0.00	\$0.00	0.00%	0.00%
FUND 601	WATER	\$359,250.00	\$5,518.18	1.54%	98.46%
FUND 602	SEWER	\$640,000.00	\$756.94	0.12%	99.88%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
FUND 803	P & Z ESCROWS	\$0.00	-\$596.53	0.00%	0.00%
FUND 851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$3,905,361.00	\$293,920.92	7.53%	92.47%

**CITY OF BAYPORT  
MONTHLY RECEIPTS**

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FUN	Tran Date	Amount	Refer	Comments	Account Descr
<b>FUND 101 GENERAL</b>					
101	03/18/16	\$50.00	5768	LIQUOR - TEMP (PER DAY) BETHLEHEM L	R 101-00000-32100 BUSINES
101	03/28/16	\$500.00	5803	LIQ, WINE, TAVERN INVEST - IN STAT LA	R 101-00000-32100 BUSINES
101	03/23/16	\$539.38	5790	GAMBLING PROCEEDS CK # 11450	R 101-00000-32204 GAMBLIN
101	03/23/16	\$1,863.06	5791	GAMBLING PROCEEDS CK # 11515	R 101-00000-32204 GAMBLIN
101	03/28/16	\$1,226.02	5798	GAMBLING PROCEEDS ck # 0000983090	R 101-00000-32204 GAMBLIN
101	03/28/16	\$290.00	5799	GAMBLING PROCEEDS CASH	R 101-00000-32204 GAMBLIN
101	03/28/16	\$1,000.00	5801	GAMBLING PROCEEDS CASH	R 101-00000-32204 GAMBLIN
101	03/21/16	\$35.00	5776	NSF FEE cash	R 101-00000-33100 ADMINIS
101	02/23/16	\$30.00	5700	ASSESSMENT SEARCH CK # 1972	R 101-00000-34105 USER FEE
101	02/23/16	\$30.00	5701	ASSESSMENT SEARCH CK # 1951	R 101-00000-34105 USER FEE
101	02/26/16	\$22.00	5713	COPIES (\$0.25/PAGE) CASH	R 101-00000-34105 USER FEE
101	03/09/16	\$30.00	5744	ASSESSMENT SEARCH CK # 1823	R 101-00000-34105 USER FEE
101	03/17/16	\$30.00	5769	ASSESSMENT SEARCH CK # 1842	R 101-00000-34105 USER FEE
101	03/21/16	\$30.00	5782	ASSESSMENT SEARCH CK # 1888	R 101-00000-34105 USER FEE
101	02/23/16	\$1,282.50	5703	SPECIAL ASSESSMENT COL BY CITY CK #	R 101-00000-36102 SPECIAL
101	02/23/16	\$1.00	5697	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	02/24/16	\$1.00	5709	BUILDING SURCHARGE CK # 6374	G 101-20104 STATE SURCHA
101	02/25/16	\$1.00	5711	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	03/02/16	\$1.00	5718	PLUMBING SURCHARGE - RESIDENTIAL D	G 101-20104 STATE SURCHA
101	03/02/16	\$1.00	5722	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	03/02/16	\$1.00	5722	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	03/03/16	\$1.00	5726	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	03/08/16	\$15.00	5738	BUILDING SURCHARGE Money Order #09	G 101-20104 STATE SURCHA
101	03/14/16	\$7.50	5755	BUILDING SURCHARGE Lesicka #1511	G 101-20104 STATE SURCHA
101	03/15/16	\$1.00	5759	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	03/15/16	\$5.50	5760	BUILDING SURCHARGE Lundmark Properti	G 101-20104 STATE SURCHA
101	03/16/16	\$1.00	5764	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	03/21/16	\$1.00	5774	PLUMBING SURCHARGE - RESIDENTIAL C	G 101-20104 STATE SURCHA
101	03/29/16	\$1.00	5812	STATE SURCHARGE - COMMERCIAL Corva	G 101-20104 STATE SURCHA
101	03/29/16	\$7.86	5816	BUILDING SURCHARGE Elder Jones #739	G 101-20104 STATE SURCHA
101	03/29/16	\$1.00	5818	PLUMBING SURCHARGE - RESIDENTIAL E	G 101-20104 STATE SURCHA
101	02/23/16	\$0.71	5692	State Sales Tax Higgs #5127	G 101-20603 SALES TAX PAY
101	02/26/16	\$1.57	5713	State Sales Tax CASH	G 101-20603 SALES TAX PAY
101	02/29/16	\$1.66	5715	State Sales Tax American Family #334709	G 101-20603 SALES TAX PAY
101	03/02/16	\$1.43	5721	State Sales Tax CASH - ANDERSEN ELEME	G 101-20603 SALES TAX PAY
101	03/07/16	\$1.78	5730	State Sales Tax	G 101-20603 SALES TAX PAY
101	03/07/16	\$5.34	5730	State Sales Tax Trisha Flaherty, #4660	G 101-20603 SALES TAX PAY
101	03/07/16	\$14.25	5732	State Sales Tax St. Croix Prep #57678	G 101-20603 SALES TAX PAY
101	03/07/16	\$14.25	5732	State Sales Tax St. Croix Prep #57678	G 101-20603 SALES TAX PAY
101	03/07/16	\$1.78	5734	State Sales Tax American Cancer Society#	G 101-20603 SALES TAX PAY
101	03/09/16	\$1.66	5742	State Sales Tax CK # 10444	G 101-20603 SALES TAX PAY
101	03/18/16	\$2.14	5768	State Sales Tax	G 101-20603 SALES TAX PAY
101	03/18/16	\$10.69	5768	State Sales Tax	G 101-20603 SALES TAX PAY
101	03/18/16	\$4.28	5768	State Sales Tax BETHLEHEM LUTHERAN #	G 101-20603 SALES TAX PAY
101	03/21/16	\$3.56	5778	State Sales Tax G. Johnson #5112	G 101-20603 SALES TAX PAY
101	03/24/16	\$7.13	5793	State Sales Tax C. Siegfried #10188	G 101-20603 SALES TAX PAY
101	03/29/16	\$1.78	5810	State Sales Tax Keller #6706	G 101-20603 SALES TAX PAY
101	03/29/16	\$0.09	5814	State Sales Tax DeLine - cash	G 101-20603 SALES TAX PAY
101	03/04/16	\$69.89	5728	HEALTH PARTNERS CK # 8702403	G 101-27109 HEALTH PARTN
101	03/04/16	\$75.00	5728	HEALTH SAVING ACCT. CK # 8702403	G 101-27122 H S A
101	03/02/16	\$50.00	5722	CONTRACTOR LICENSE - SPECIALTY Glow	R 101-41910-32100 BUSINES
101	03/07/16	\$100.00	5736	CONTRACTOR LICENSE - GENERAL Lund	R 101-41910-32100 BUSINES

**CITY OF BAYPORT**  
**MONTHLY RECEIPTS**

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101	02/25/16	\$50.00	5710	SPECIAL EVENT APP - PROFIT AGENCIES	R 101-41910-32200 NONBUST
101	02/26/16	\$105.00	5714	SPECIAL EVENT APP - NONPROFIT/PUBLI	R 101-41910-32200 NONBUST
101	03/10/16	\$25.00	5751	DUMPSTER/BULK CONTAINER Lundmark	R 101-41910-32200 NONBUST
101	03/17/16	\$15.00	5767	SPECIAL EVENT APP - NONPROFIT/PUBLI	R 101-41910-32200 NONBUST
101	03/21/16	\$50.00	5780	SPECIAL EVENT APP - PROFIT AGENCIES	R 101-41910-32200 NONBUST
101	03/24/16	\$25.00	5795	SIGN PERMIT - TEMPORARY Mallards #77	R 101-41910-32200 NONBUST
101	02/24/16	\$79.00	5709	BUILDING PERMIT CK # 6374	R 101-41910-32210 BUILDIN
101	03/08/16	\$116.69	5738	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	03/08/16	\$466.75	5738	BUILDING PERMIT Money Order #096291	R 101-41910-32210 BUILDIN
101	03/14/16	\$172.58	5755	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	03/14/16	\$265.50	5755	BUILDING PERMIT Lesicka #1511	R 101-41910-32210 BUILDIN
101	03/15/16	\$206.50	5760	BUILDING PERMIT Lundmark Properties #	R 101-41910-32210 BUILDIN
101	03/29/16	\$300.14	5812	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	03/29/16	\$280.25	5816	BUILDING PERMIT Elder Jones #73954	R 101-41910-32210 BUILDIN
101	03/08/16	\$5.00	5738	EPA	R 101-41910-32211 EPA
101	03/29/16	\$5.00	5816	EPA	R 101-41910-32211 EPA
101	03/02/16	\$79.00	5718	PLUMBING PERMIT - RESIDENTIAL Derric	R 101-41910-32220 PLUMBIN
101	03/21/16	\$79.00	5774	PLUMBING PERMIT - RESIDENTIAL Creati	R 101-41910-32220 PLUMBIN
101	03/29/16	\$79.00	5818	PLUMBING PERMIT - RESIDENTIAL Easco	R 101-41910-32220 PLUMBIN
101	02/23/16	\$79.00	5697	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	02/25/16	\$79.00	5711	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	03/02/16	\$79.00	5722	MECHANICAL PERMIT - RESIDENTIAL Glo	R 101-41910-32230 MECHANI
101	03/02/16	\$79.00	5722	MECHANICAL PERMIT - RESIDENTIAL Glo	R 101-41910-32230 MECHANI
101	03/03/16	\$79.00	5726	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	03/15/16	\$79.00	5759	MECHANICAL PERMIT - RESIDENTIAL Gen	R 101-41910-32230 MECHANI
101	03/16/16	\$79.00	5764	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	03/29/16	\$600.29	5812	MECHANICAL PERMIT - COMMERCIAL Cor	R 101-41910-32230 MECHANI
101	03/29/16	\$388.00	5808	PLANNING & ZONING REFUND VEHICLE C	E 101-41910-412 REP & MAIN
101	02/25/16	\$15.00	5712	PET LICENSE - SPAY/NEUT Leuhman - CA	R 101-42100-32240 ANIMAL F
101	03/02/16	\$15.00	5719	PET LICENSE - SPAY/NEUT MARTIN - CAS	R 101-42100-32240 ANIMAL F
101	03/03/16	\$25.00	5724	PET LICENSE - SPAY/NEUT TEETZEL #13	R 101-42100-32240 ANIMAL F
101	03/08/16	\$15.00	5740	PET LICENSE - SPAY/NEUT CASH - CLAYT	R 101-42100-32240 ANIMAL F
101	03/10/16	\$40.00	5746	PET LICENSE - NO SPAY/NEUT GOULETTE	R 101-42100-32240 ANIMAL F
101	03/14/16	\$25.00	5753	SM BIRD/FOWL LICENSE Warner #2631	R 101-42100-32240 ANIMAL F
101	03/15/16	\$15.00	5762	PET LICENSE - SPAY/NEUT Roeller #1929	R 101-42100-32240 ANIMAL F
101	03/17/16	\$10.00	5766	PET LICENSE - SPAY/NEUT Pieper #7783	R 101-42100-32240 ANIMAL F
101	03/29/16	\$1.25	5814	POLICE REPORTS DeLine - cash	R 101-42100-34201 POLICE A
101	03/29/16	\$3,570.82	16905	FEB 2016 FINES & FIREFIGHTR SBR	R 101-42100-35101 COURT FI
101	03/29/16	\$300.00	16906	POST BOARD/POLICE DEPT.	R 101-42100-36242 POST TR
101	02/24/16	\$10.00	5705	ANIMAL CONTROL CASH	R 101-42100-37000 MISCELL
101	02/24/16	\$10.00	5707	ANIMAL CONTROL CK # 3246	R 101-42100-37000 MISCELL
101	02/24/16	\$5.00	5707	ANIMAL CONTROL CK # 3246	R 101-42100-37000 MISCELL
101	03/18/16	\$15.00	5772	ANIMAL CONTROL CASH	R 101-42100-37000 MISCELL
101	03/22/16	\$149.00	5784	LAW ENFORCEMENT TRAINING (REFUND	E 101-42100-403 POLICE TRA
101	03/14/16	\$206.66	5757	FIRE PROTECTION PERMITS CK # 59781	R 101-42200-32200 NONBUST
101	03/22/16	\$50.00	5786	BURNING PERMIT Prairie Restorations #3	R 101-42200-32200 NONBUST
101	02/29/16	\$23.34	5715	FIRE REPORTS American Family #334709	R 101-42200-34105 USER FEE
101	03/09/16	\$23.34	5742	FIRE REPORTS CK # 10444	R 101-42200-34105 USER FEE
101	03/23/16	\$500.00	5788	FIRE DONATIONS St. Croix Valley Foundat	R 101-42200-36232 DONATIO
101	03/29/16	\$3,000.00	16905	FEB 2016 FINES & FIREFIGHTR SBR	R 101-42200-36242 POST TR
101	02/23/16	\$10.00	5692	PARK FIELD-COURT RENTAL FEE Higgs #	R 101-43200-34780 PARK FEE
101	03/02/16	\$20.00	5721	PARK FIELD-COURT RENTAL FEE CASH -	R 101-43200-34780 PARK FEE
101	03/07/16	\$25.00	5730	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	03/07/16	\$75.00	5730	BEACHHOUSE - RESIDENT(M-TH) Trisha F	R 101-43200-34780 PARK FEE

**CITY OF BAYPORT  
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101	03/07/16	\$200.00	5732	PARK FIELD-COURT RENTAL FEE St. Croix	R 101-43200-34780 PARK FEE
101	03/07/16	\$200.00	5732	PARK FIELD-COURT RENTAL FEE St. Croix	R 101-43200-34780 PARK FEE
101	03/07/16	\$25.00	5734	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	03/18/16	\$30.00	5768	TRASH RECEPTACLE/BARRICADE	R 101-43200-34780 PARK FEE
101	03/18/16	\$60.00	5768	TRASH RECEPTACLE/BARRICADE BETHLE	R 101-43200-34780 PARK FEE
101	03/18/16	\$150.00	5768	PICNIC TABLE	R 101-43200-34780 PARK FEE
101	03/21/16	\$50.00	5778	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	03/24/16	\$100.00	5793	BEACHHOUSE - RESIDENT(FRI-SUN) C. Si	R 101-43200-34780 PARK FEE
101	03/29/16	\$25.00	5810	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	03/10/16	\$200.00	5747	PARK DONATIONS GOULETTE #6623	R 101-43200-36230 DONATIO
101	03/24/16	\$250.00	5796	PARK DONATIONS Jacobs #6253	R 101-43200-36230 DONATIO
101	03/10/16	\$215.40	5749	STREETS REFUND & REIMBURSEMENTS C	R 101-43200-36240 REFUNDS
101	03/08/16	\$300.00	5739	CEMETERY - OPEN/CLOSE GRAVE - CREM	R 101-43300-34940 CEMETER
101	03/08/16	\$75.00	5739	CEMETERY - MARKING HEADSTONE LOCA	R 101-43300-34940 CEMETER
101	03/08/16	\$500.00	5739	CEMETERY - HEADSTONE DEPOSIT	R 101-43300-34940 CEMETER
101	03/08/16	\$250.00	5739	CEMETERY - WINTER BURIAL CREMAINS	R 101-43300-34940 CEMETER
<b>FUND 101 GENER</b>		<b>\$22,105.32</b>			
<b>FUND 202 DRUG FORFEITURE</b>					
202	03/04/16	\$125.00	5698	DRUG FORFEITURE Richard B. Aaron #37	R 202-00000-36249 DRUG FO
<b>FUND 202 DRUG</b>		<b>\$125.00</b>			
<b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>					
206	03/04/16	\$50.49	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	03/30/16	\$34.12	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	03/30/16	\$1.20	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	03/04/16	\$55.68	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	03/17/16	\$1.94	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	03/15/16	\$10.50	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	03/17/16	\$30.70	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	03/17/16	\$1.80	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	03/17/16	\$29.86	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	03/30/16	\$13.61	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	03/30/16	\$1.20	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	03/15/16	\$9.99	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	03/29/16	\$9.00	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	03/29/16	\$0.75	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	03/29/16	\$0.71	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	03/30/16	\$14.41	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	03/29/16	\$8.40	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
<b>FUND 206 WATE</b>		<b>\$274.36</b>			
<b>FUND 211 LIBRARY</b>					
211	03/29/16	\$22.00	5805	LIBRARY SERVICE CHARGE CK # 1003	R 211-45500-34760 LIBRARY
211	03/29/16	\$60.00	5805	LIBRARY SERVICE CHARGE CK # 3356	R 211-45500-34760 LIBRARY
211	03/29/16	\$150.00	5805	LIBRARY SERVICE CHARGE CASH	R 211-45500-34760 LIBRARY
211	03/29/16	\$60.00	5805	LIBRARY SERVICE CHARGE CK # 5139	R 211-45500-34760 LIBRARY
211	03/29/16	\$40.00	5806	LIBRARY RENT CK # 336556	R 211-45500-36220 RENTAL I
211	03/29/16	\$105.00	5806	LIBRARY RENT CK # 3552	R 211-45500-36220 RENTAL I
211	03/29/16	\$318.98	5807	LIBRARY REFUNDS & REIMB. PROF FEES	R 211-45500-36240 REFUNDS
<b>FUND 211 LIBRA</b>		<b>\$755.98</b>			
<b>FUND 601 WATER</b>					
601	03/17/16	\$12.33	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	03/29/16	\$8.05	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING

**CITY OF BAYPORT  
MONTHLY RECEIPTS**

Period Name: MARCH

FUN	Tran Date	Amount	Refer	Comments	Account Descr
601	03/29/16	\$3.03	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	03/30/16	\$156.75	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	03/29/16	\$0.07	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	03/17/16	\$1.59	0	UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	03/17/16	\$2.50	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	03/30/16	\$10.00	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	03/30/16	\$2.50	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	03/04/16	\$693.68	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	03/30/16	\$4.04	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	03/17/16	\$18.16	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	03/04/16	\$27.35	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	03/30/16	\$1.59	0	UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	03/15/16	\$130.16	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	03/17/16	\$380.09	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	03/15/16	\$5.00	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	03/02/16	\$1,200.00	5718	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	03/21/16	\$1,200.00	5774	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	03/02/16	\$350.00	5718	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	03/21/16	\$350.00	5774	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	03/29/16	\$31.16	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	03/04/16	\$4.30	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	03/03/16	\$30.00	5725	WATER SHUTOFF - BUS HRS CASH - BENJ	R 601-46120-37110 WATER R
<b>FUND 601 WATE</b>		<u>\$4,622.35</u>			
<b>FUND 602 SEWER</b>					
602	03/29/16	\$21,685.52	0	UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLING
602	03/15/16	\$5.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	03/29/16	\$8.01	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	03/04/16	\$22.35	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	03/04/16	\$572.57	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	03/29/16	\$2.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	03/29/16	\$101.00	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	03/30/16	\$10.00	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	03/30/16	\$284.35	0	UB Receipt Serv 11 NSP SEWER	G 602-14602 SEWER BILLING
602	03/30/16	\$4.04	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	03/30/16	\$155.91	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	03/17/16	\$2.50	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	03/17/16	\$19.30	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	03/17/16	\$12.33	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	03/17/16	\$338.73	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	03/15/16	\$113.15	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	03/30/16	\$2.50	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
<b>FUND 602 SEWER</b>		<u>\$23,339.76</u>			
		<u>\$51,222.77</u>			

**CITY OF BAYPORT**  
**EXPENSE SUMMARY YTD THRU 03/31/2016**

3 Month = 25.02

DEPT	DEPT Descr	2016 Budget	2016 YTD Amt	2016 Balance	2016 % of Budget Remain
FUND 101 GENERAL					
41100	ELECTIONS	\$4,500.00	\$600.00	\$3,900.00	86.67%
41200	MAYOR & COUNCIL	\$154,601.00	\$34,444.13	\$120,156.87	77.72%
41240	RECYCLING	\$6,895.00	\$808.83	\$6,086.17	88.27%
41400	ADMINISTRATION	\$161,041.00	\$36,158.60	\$124,882.40	77.55%
41910	PLANNING & ZONING	\$252,853.00	\$61,081.57	\$191,771.43	75.84%
41940	MUNICIPAL BUILDINGS	\$50,131.00	\$10,210.90	\$39,920.10	79.63%
42100	POLICE	\$817,428.00	\$171,122.30	\$646,305.70	79.07%
42200	FIRE PROTECTION	\$506,185.00	\$70,025.91	\$436,159.09	86.17%
42201	FIRE STATION	\$0.00	\$55,256.10	-\$55,256.10	0.00%
43100	STREET MAINT	\$312,784.00	\$40,335.84	\$272,448.16	87.10%
43130	STREET - FLOOD PREPARATION	\$0.00	\$0.00	\$0.00	0.00%
43135	56TH ST & PICKETT AVE TRAIL	\$0.00	\$0.00	\$0.00	0.00%
43140	HAYNER/2ND ST. S UTILITY PR	\$0.00	\$433.85	-\$433.85	0.00%
43160	STREET LIGHTING	\$31,750.00	\$4,078.11	\$27,671.89	87.16%
43200	PARKS	\$65,126.00	\$6,632.07	\$58,493.93	89.82%
43300	CEMETERY	\$7,475.00	\$1,513.79	\$5,961.21	79.75%
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 101 GENERAL		\$2,370,769.00	\$492,702.00	\$1,878,067.00	79.22%
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	\$64,589.50	\$231,141.22	78.16%
FUND 211 LIBRARY		\$295,730.72	\$64,589.50	\$231,141.22	78.16%
FUND 400 NEW FIRE STATION					
42201	FIRE STATION	\$0.00	\$1,150,608.83	-\$1,150,608.83	0.00%
FUND 400 NEW FIRE STATION		\$0.00	\$1,150,608.83	-\$1,150,608.83	0.00%
FUND 412 CEMETERY CAPITAL IMPROV					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43300	CEMETERY	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 CEMETERY CAPITAL IMPROV		\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND					

**CITY OF BAYPORT**  
**EXPENSE SUMMARY YTD THRU 03/31/2016**

3 Month = 25.02

DEPT	DEPT Descr	2016 Budget	2016 YTD Amt	2016 Balance	2016 % of Budget Remain
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND		\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41400	ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
46120	WATER	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION		\$0.00	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
41940	MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
41609	TCE EVAL GRANT	\$0.00	\$0.00	\$0.00	0.00%
41610	LYNN MOST PROJECT	\$0.00	\$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	\$7,146.13	\$45,503.87	86.43%
46120	WATER	\$473,808.00	\$70,803.64	\$403,004.36	85.06%
FUND 601 WATER		\$526,458.00	\$77,949.77	\$448,508.23	85.19%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$337,012.00	\$65,965.56	\$271,046.44	80.43%
46990	SEWER - NON-OPERATING	\$0.00	\$137,685.84	-\$137,685.84	0.00%
FUND 602 SEWER		\$337,012.00	\$203,651.40	\$133,360.60	39.57%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
80056	KYLE CARLSON	\$0.00	\$0.00	\$0.00	0.00%
FUND 800 INVESTMENTS-POOLED		\$0.00	\$0.00	\$0.00	0.00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%
80001	ANDERSEN ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80003	BAYTOWN ANNEXATION	\$0.00	\$0.00	\$0.00	0.00%
80006	OSTERTAG VARIANCE	\$0.00	\$0.00	\$0.00	0.00%

**CITY OF BAYPORT**  
**EXPENSE SUMMARY YTD THRU 03/31/2016**

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3 Month = 25.02

DEPT	DEPT Descr	2016 Budget	2016 YTD Amt	2016 Balance	2016 % of Budget Remain
80008	CHARLES LUTZ STREET VACATI	\$0.00	\$0.00	\$0.00	0.00%
80010	JERRY PETERSON ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80011	CAPTAINS CORNER	\$0.00	\$0.00	\$0.00	0.00%
80012	FRIENDS OF ST. CROIX PREP.	\$0.00	\$0.00	\$0.00	0.00%
80013	BAYPORT MARINA	\$0.00	\$0.00	\$0.00	0.00%
80014	GROUP 41	\$0.00	\$0.00	\$0.00	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	PETE MILLER - PHASE 11/BAYT	\$0.00	\$0.00	\$0.00	0.00%
80017	AMERICAN LEGION POST 491	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
80019	JG HAUSE CONSTRUCTION	\$0.00	\$0.00	\$0.00	0.00%
80020	HYNNEK CUP APPLICATION	\$0.00	\$0.00	\$0.00	0.00%
80021	GORDON TELLINGHUISEN	\$0.00	\$0.00	\$0.00	0.00%
80022	DUANCE JOHNSON	\$0.00	\$0.00	\$0.00	0.00%
80023	MI-TECH SERVICES, INC.	\$0.00	\$0.00	\$0.00	0.00%
80024	RICK PARENT	\$0.00	\$0.00	\$0.00	0.00%
80025	JUDY SEEBERGER	\$0.00	\$0.00	\$0.00	0.00%
80026	MIDWEST PARA TRANSIT	\$0.00	\$0.00	\$0.00	0.00%
80027	CEMETARY - ST. MIKE S/ST. CH	\$0.00	\$0.00	\$0.00	0.00%
80028	ASPHALT SPEC - 111 CENTRAL	\$0.00	\$0.00	\$0.00	0.00%
80029	BRIAN ZELLER	\$0.00	\$0.00	\$0.00	0.00%
80030	LARKIN HOFFMAN & LUNDGREN	\$0.00	\$0.00	\$0.00	0.00%
80031	VALLEY GREEN	\$0.00	\$0.00	\$0.00	0.00%
80040	HEFTY	\$0.00	\$0.00	\$0.00	0.00%
80041	VALLEY GREEN	\$0.00	\$0.00	\$0.00	0.00%
80042	LANDFORM/VARDE GROUP	\$0.00	\$0.00	\$0.00	0.00%
80043	MAINSTREET HOLDING, LLC	\$0.00	\$0.00	\$0.00	0.00%
80044	HAYNER PROPERTY FEASIB STU	\$0.00	\$0.00	\$0.00	0.00%
80045	DRH-INSPIRATION PHASE II PL	\$0.00	\$0.00	\$0.00	0.00%
80046	JOE BUSH/DAVID KLINGER	\$0.00	\$0.00	\$0.00	0.00%
80047	JANE KEYES	\$0.00	\$0.00	\$0.00	0.00%
80048	KAEMMER/VRAMBOUT	\$0.00	\$0.00	\$0.00	0.00%
80049	AMERICAN LEGION	\$0.00	\$0.00	\$0.00	0.00%
80050	12 POINT ROAD	\$0.00	\$0.00	\$0.00	0.00%
80051	BERGSTROM/ ENG & GRADING	\$0.00	\$0.00	\$0.00	0.00%
80052	MILLER EXCAVATING WATER SE	\$0.00	\$0.00	\$0.00	0.00%
80053	CHRIS HAYNER	\$0.00	\$0.00	\$0.00	0.00%
80054	LYNN MOST	\$0.00	\$0.00	\$0.00	0.00%
80055	MATTAMY MN PARTNERSHIP	\$0.00	\$480.52	-\$480.52	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%
<b>FUND 803 P &amp; Z ESCROWS</b>		<b>\$0.00</b>	<b>\$480.52</b>	<b>-\$480.52</b>	<b>0.00%</b>

**CITY OF BAYPORT**  
**EXPENSE SUMMARY YTD THRU 03/31/2016**  
3 Month = 25.02

DEPT	DEPT Descr	2016 Budget	2016 YTD Amt	2016 Balance	2016 % of Budget Remain
		\$3,529,969.72	\$1,989,982.02	\$1,539,987.70	43.63%

**CITY OF BAYPORT**  
**MONTHLY EXPENSES 6914-7043**

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Period Name: MARCH

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
<b>FUND 101 GENERAL</b>									
<b>DEPT 41200 MAYOR &amp; COUNCIL</b>									
U S BANK VISA	101	03/29/16	\$13.81	E	41200	201	ADM CC#479817544300	OFFICE SUPPLIES	007035
BAYPORT PRINTING HOU	101	03/14/16	\$7.20	E	41200	201	#9 WINDOW ENVEL-OPE	OFFICE SUPPLIES	006936
ECKBERG LAMMERS	101	03/29/16	\$155.00	E	41200	300	ATTEND STAFF MTG	PROF SER-LEGAL	006992
ECKBERG LAMMERS	101	03/29/16	\$77.50	E	41200	300	REVIEW CC AGENDA	PROF SER-LEGAL	006992
ECKBERG LAMMERS	101	03/29/16	\$1,085.00	E	41200	300	636 MINNESOTA ST.	PROF SER-LEGAL	006992
ECKBERG LAMMERS	101	03/29/16	\$250.00	E	41200	300	ATTEND CC MTG	PROF SER-LEGAL	006992
S E H	101	03/29/16	\$65.06	E	41200	301	ATTEND CC MTG	PROF SER-ENGIN	007024
S E H	101	03/29/16	\$441.53	E	41200	301	ATTEND STAFF MTG	PROF SER-ENGIN	007024
S E H	101	03/29/16	\$84.00	E	41200	301	INSPIRATION NO PARKI	PROF SER-ENGIN	007024
SCHLENNER WENNER & C	101	03/04/16	\$1,525.00	E	41200	303	ASSIST YR END ACCTING	PROF SER-AUDIT	006925
BEARENCE MANAGEMENT	101	03/29/16	\$5,000.00	E	41200	306	3/30/16-3/30/16 RENEW	PROF SER-OTHER	006981
COMPLETE HEALTH ENVI	101	03/29/16	\$370.00	E	41200	306	FEB. 2016 MAINT. PLAN	PROF SER-OTHER	006988
ECM PUBLISHERS, INC.	101	03/29/16	\$22.19	E	41200	350	OPEN BOOK ASSESSMEN	PRINTING & PUBL	006993
LEAGUE OF MINNESOTA C	101	03/29/16	\$20.00	E	41200	402	2016 SAFETY & LOSS/SA	CONFERENCES &	007005
YOUTH SERVICE BUREAU	101	03/29/16	\$1,500.00	E	41200	444	2016 CONTRIBUTION PR	COMMUNITY PRO	007043
<b>DEPT 41200 MAYOR &amp; COUNCIL</b>			<b>\$10,616.29</b>						
<b>DEPT 41400 ADMINISTRATION</b>									
U S BANK VISA	101	03/29/16	\$82.89	E	41400	201	ADM CC#479817544300	OFFICE SUPPLIES	007035
BAYPORT PRINTING HOU	101	03/14/16	\$43.20	E	41400	201	#9 WINDOW ENVEL-OPE	OFFICE SUPPLIES	006936
MAILFINANCE	101	03/29/16	\$285.34	E	41400	322	4/23/15-4/22/16 LEASE	POSTAGE	007009
U S BANK VISA	101	03/29/16	\$515.00	E	41400	402	MCMA CONFERENCE	CONFERENCES &	007035
DONALD SALVERDA & ASS	101	03/29/16	\$350.00	E	41400	402	2016 LEADERSHIP/LOGA	CONFERENCES &	006990
TR COMPUTER SALES LLC	101	03/29/16	\$50.62	E	41400	416	COMPUTER CONSULTING	REPAIR/MAINT OF	007033
TR COMPUTER SALES LLC	101	03/29/16	\$97.50	E	41400	416		REPAIR/MAINT OF	007033
<b>DEPT 41400 ADMINISTRATION</b>			<b>\$1,424.55</b>						
<b>DEPT 41910 PLANNING &amp; ZONING</b>									
BAYPORT PRINTING HOU	101	03/14/16	\$36.00	E	41910	201	#9 WINDOW ENVEL-OPE	OFFICE SUPPLIES	006936
U S BANK VISA	101	03/29/16	\$69.08	E	41910	201	ADM CC#479817544300	OFFICE SUPPLIES	007035
HOLIDAY FLEET	101	03/04/16	\$58.20	E	41910	212	FEB 2016 FUEL	MOTOR FUELS & L	006915
MAILFINANCE	101	03/29/16	\$237.78	E	41910	322	4/23/15-4/22/16 LEASE	POSTAGE	007009
DISCOUNT TIRE CO	101	03/14/16	\$388.00	E	41910	412	VEH MAINT/PLANNING D	REP & MAINT VEH	006940
U S BANK VISA	101	03/29/16	\$388.00	E	41910	412	DISCOUNT TIRE	REP & MAINT VEH	007035
TR COMPUTER SALES LLC	101	03/29/16	\$42.18	E	41910	416	COMPUTER CONSULTING	REPAIR/MAINT OF	007033
TR COMPUTER SALES LLC	101	03/29/16	\$81.25	E	41910	416	MTHLY STORAGE	REPAIR/MAINT OF	007033
<b>DEPT 41910 PLANNING &amp; ZONING</b>			<b>\$1,300.49</b>						
<b>DEPT 41940 MUNICIPAL BUILDINGS</b>									
CAMERON, RILEY	101	03/24/16	\$320.00	E	41940	302	CH CLEANING SERVICE	CONTRACT SERVI	006983
OFFICE OF ENT TECHNOL	101	03/29/16	\$580.97	E	41940	321	FEB 2016 PHONES/CITY	COMMUNICATION	007016
COMCAST	101	03/24/16	\$19.00	E	41940	321	MAR/APR 2016 HIGHSPE	COMMUNICATION	006987
COMCAST	101	03/29/16	\$70.92	E	41940	321	APRIL 2016 HIGH-SPEED	COMMUNICATION	006964
XCEL	101	03/03/16	\$858.62	E	41940	380	JAN-FEB2016 GAS & ELE	ELECTRIC SERVIC	006933
XCEL	101	03/03/16	\$254.81	E	41940	381	JAN-FEB2016 GAS & ELE	FUEL FOR HEAT	006933
HOGBERG DECORATING	101	03/14/16	\$175.00	E	41940	420	PAINT & REPAIR/CITY H	R & M BLDGS, ST	006943
<b>DEPT 41940 MUNICIPAL BUILDING</b>			<b>\$2,279.32</b>						
<b>DEPT 42100 POLICE</b>									
U S BANK VISA	101	03/29/16	\$69.08	E	42100	201	ADM CC#479817544300	OFFICE SUPPLIES	007035
BAYPORT PRINTING HOU	101	03/14/16	\$36.00	E	42100	201	#9 WINDOW ENVEL-OPE	OFFICE SUPPLIES	006936
U S BANK VISA	101	03/29/16	-\$68.99	E	42100	202	GALLS	UNIFORMS - MISC	007035
HOLIDAY FLEET	101	03/04/16	\$15.03	E	42100	212	FEB 2016 FUEL	MOTOR FUELS & L	006915

**CITY OF BAYPORT**  
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Period Name: MARCH

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
BAYPORT TRANSMISSION	101	03/29/16	\$25.00	E	42100	212	2015 DODGE CHARGER/	MOTOR FUELS & L	006980
EMERGENCY AUTOMOTIV	101	03/14/16	\$212.50	E	42100	212	DODGE CHARGER/POLIC	MOTOR FUELS & L	006942
WASHINGTON COUNTY S	101	03/04/16	\$672.53	E	42100	212	FEB 2016 FUEL/POLICE D	MOTOR FUELS & L	006932
U S BANK VISA	101	03/29/16	\$55.40	E	42100	220	NATIONAL PEN CO	OPERATING SUPP	007035
U S BANK VISA	101	03/29/16	\$50.00	E	42100	220	L2G WASHCO	OPERATING SUPP	007035
U S BANK VISA	101	03/29/16	\$12.83	E	42100	220	OFFICE MAX	OPERATING SUPP	007035
U S BANK VISA	101	03/29/16	\$104.00	E	42100	220	CRIME SCENE	OPERATING SUPP	007035
STILLWATER TOWING IN	101	03/04/16	\$150.00	E	42100	220	ICR#116500297/POLICE	OPERATING SUPP	006926
ECKBERG LAMMERS	101	03/14/16	\$2,513.13	E	42100	300	FEB 2016 PROSECUTION	PROF SER-LEGAL	006941
ECKBERG LAMMERS	101	03/29/16	\$170.50	E	42100	300	ABANDONED VEH/POLIC	PROF SER-LEGAL	006992
EASTMAN, LAURA	101	03/01/16	\$20.75	E	42100	306	REIM TITL 2005 HYUND	PROF SER-OTHER	006914
STILLWATER MEDICAL GR	101	03/24/16	\$236.00	E	42100	306	POLICE EXAM - CAMERO	PROF SER-OTHER	007028
THOMAS REUTERS - WES	101	03/14/16	\$170.00	E	42100	321	FEB 2016 INFORMATION	COMMUNICATION	006956
VERIZON WIRELESS	101	03/14/16	\$0.85	E	42100	321	PHONES/POLICE DEPT.	COMMUNICATION	006960
MAILFINANCE	101	03/29/16	\$237.78	E	42100	322	4/23/15-4/22/16 LEASE	POSTAGE	007009
WASHINGTON COUNTY P	101	03/29/16	\$1,339.26	E	42100	391	1ST QTR. 2016 RADIO/P	SHARED AUTOMA	007040
JACKSON, JAY	101	03/24/16	\$120.00	E	42100	403	POLICE CANINE CERTIFI	POLICE TRAINING	007002
KEEPRS, INC	101	03/04/16	\$190.14	E	42100	403	AMMO/TRAINING/POLIC	POLICE TRAINING	006917
CAMERON, RILEY	101	03/24/16	\$90.00	E	42100	403	REIMBURSEMENT SFST T	POLICE TRAINING	006983
CITY OF ST PAUL	101	03/24/16	\$165.00	E	42100	403	TRAINING CLASSES/POLI	POLICE TRAINING	006986
U S BANK VISA	101	03/29/16	\$180.00	E	42100	403	MINNESOTA TRUCKING	POLICE TRAINING	007035
U S BANK VISA	101	03/29/16	\$43.75	E	42100	412	OREILLY AUTO	REP & MAINT VEH	007035
U S BANK VISA	101	03/29/16	\$11.76	E	42100	412	OREILLY AUTO	REP & MAINT VEH	007035
BAYPORT TRANSMISSION	101	03/24/16	\$50.00	E	42100	412	2014 TAHOE/POLICE DE	REP & MAINT VEH	006980
BAYPORT TRANSMISSION	101	03/24/16	\$50.00	E	42100	412	CHEV TAHOE/POLICE DE	REP & MAINT VEH	006980
U S BANK VISA	101	03/29/16	\$476.00	E	42100	412	DISCOUNT TIRE	REP & MAINT VEH	007035
TR COMPUTER SALES LLC	101	03/29/16	\$42.18	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	007033
TR COMPUTER SALES LLC	101	03/29/16	\$81.25	E	42100	416	MTHLY STORAGE	REPAIR/MAINT OF	007033
<b>DEPT 42100 POLICE</b>			<b>\$7,521.73</b>						
<b>DEPT 42200 FIRE PROTECTION</b>									
U S BANK VISA	101	03/30/16	\$24.99	E	42200	201	OFFICEMAX	OFFICE SUPPLIES	007035
U S BANK VISA	101	03/30/16	\$198.48	E	42200	201	BEST BUY	OFFICE SUPPLIES	007035
ASPEN MILLS INC	101	03/24/16	\$44.55	E	42200	202	UNIFORMS/FIRE DEPT.	UNIFORMS - MISC	006976
MUNICIPAL EMERGENCY	101	03/04/16	\$376.89	E	42200	202	UNIFORMS/FIRE DEPT.	UNIFORMS - MISC	006920
ASPEN MILLS INC	101	03/24/16	\$187.80	E	42200	202	UNIFORMS/FIRE DEPT.	UNIFORMS - MISC	006976
ASPEN MILLS INC	101	03/24/16	\$117.40	E	42200	202	UNIFORMS/FIRE DEPT.	UNIFORMS - MISC	006976
HOLIDAY FLEET	101	03/04/16	\$520.41	E	42200	212	FEB 2016 FUEL	MOTOR FUELS & L	006915
U S BANK VISA	101	03/30/16	\$29.97	E	42200	220	WM SUPERCENTER	OPERATING SUPP	007035
U S BANK VISA	101	03/30/16	\$15.70	E	42200	220	WM SUPERCENTER	OPERATING SUPP	007035
U S BANK VISA	101	03/30/16	\$32.69	E	42200	220	CUB FOODS	OPERATING SUPP	007035
U S BANK VISA	101	03/30/16	\$80.13	E	42200	220	HAGEBERS COUNTRY MA	OPERATING SUPP	007035
ECOLAB	101	03/29/16	\$274.20	E	42200	220	OPERATING MATERIAL/F	OPERATING SUPP	006994
MUNICIPAL EMERGENCY	101	03/30/16	\$187.60	E	42200	220	OPERATING SUPPLIES/FI	OPERATING SUPP	007013
MENARDS-STILLWATER	101	03/24/16	\$54.94	E	42200	220	OPERATING SUPPLIES/FI	OPERATING SUPP	007010
MUNICIPAL EMERGENCY	101	03/14/16	\$854.19	E	42200	240	OPERATING MATERIAL/F	SMALL TOOLS-EQ	006950
U S BANK VISA	101	03/30/16	\$14.04	E	42200	306	THE UPS STORE	PROF SER-OTHER	007035
VERIZON WIRELESS	101	03/04/16	\$177.22	E	42200	321	PHONES/POLICE DEPT.	COMMUNICATION	006930
ANCOM COMMUNICATION	101	03/29/16	\$12.00	E	42200	323	BATTERY/FIRE DEPT.	RADIOS-REPAIR &	006975
ANCOM COMMUNICATION	101	03/24/16	\$2,096.00	E	42200	323	PAGERS/FIRE DEPT.	RADIOS-REPAIR &	006975
XCEL	101	03/03/16	\$342.16	E	42200	380	JAN-FEB2016 GAS & ELE	ELECTRIC SERVIC	006933
XCEL	101	03/03/16	\$521.63	E	42200	381	JAN-FEB2016 GAS & ELE	FUEL FOR HEAT	006933
WASHINGTON COUNTY P	101	03/29/16	\$3,468.34	E	42200	391	1ST QTR. RADIO/FIRE D	SHARED AUTOMA	007040
U S BANK VISA	101	03/30/16	\$21.42	E	42200	412	MISTER CAR WASH	REP & MAINT VEH	007035

**CITY OF BAYPORT**  
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Period Name: MARCH

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
MENARDS-STILLWATER	101	03/14/16	\$36.80	E	42200	412	BLG MATERIAL/FIRE DEP	REP & MAINT VEH	006948
BAYPORT TRANSMISSION	101	03/30/16	\$158.35	E	42200	412	TAHOE/FIRE DEPT.	REP & MAINT VEH	006980
STILLWATER MOTORS	101	03/14/16	\$468.79	E	42200	412	2014 TAHOE/FIRE DEPT.	REP & MAINT VEH	006954
U S BANK VISA	101	03/30/16	\$21.42	E	42200	412	MISTER CAR WASH	REP & MAINT VEH	007035
WASHINGTON COUNTY P	101	03/14/16	\$718.00	E	42200	419	HAZARDOUS WASTE/FIR	REPAIR & MAINT	006961
READY WATT	101	03/14/16	\$95.00	E	42200	419	FIRE/PW SIREN REPAIR	REPAIR & MAINT	006953
MUNICIPAL EMERGENCY	101	03/29/16	\$893.50	E	42200	419	COMPRESSOR SERVICE L	REPAIR & MAINT	007013
PLUNKETT S PEST CONTR	101	03/14/16	\$38.57	E	42200	420	PEST CONTROL / FIRE D	R & M BLDGS, ST	006952
JOE COREY AUTO BODY	101	03/14/16	\$524.35	E	42200	420	EQUIP MAINT./FIRE DEP	R & M BLDGS, ST	006946
<b>DEPT 42200 FIRE PROTECTION</b>			<b>\$12,607.53</b>						
<b>DEPT 43100 STREET MAINT</b>									
BAYPORT PRINTING HOU	101	03/14/16	\$7.20	E	43100	201	#9 WINDOW ENVEL-OPE	OFFICE SUPPLIES	006936
U S BANK VISA	101	03/29/16	\$13.81	E	43100	201	ADM CC#479817544300	OFFICE SUPPLIES	007035
HOLIDAY FLEET	101	03/04/16	\$302.38	E	43100	212	FEB 2016 FUEL	MOTOR FUELS & L	006915
TRI STATE BOBCAT INC	101	03/24/16	\$108.42	E	43100	212	ENGINE OIL - TOOLCAT/	MOTOR FUELS & L	007034
DVS RENEWAL	101	03/30/16	\$16.00	E	43100	220	66 INTL	OPERATING SUPP	006991
DVS RENEWAL	101	03/30/16	\$16.00	E	43100	220	92 FORD	OPERATING SUPP	006991
DVS RENEWAL	101	03/30/16	\$16.00	E	43100	220	90 FORD	OPERATING SUPP	006991
DVS RENEWAL	101	03/30/16	\$16.00	E	43100	220	93 FORD	OPERATING SUPP	006991
DVS RENEWAL	101	03/30/16	\$16.00	E	43100	220	97 CHEV	OPERATING SUPP	006991
DVS RENEWAL	101	03/30/16	\$16.00	E	43100	220	07 STRG	OPERATING SUPP	006991
S E H	101	03/29/16	\$130.30	E	43100	301	ATTEND WASHINGTON C	PROF SER-ENGIN	007024
S E H	101	03/29/16	\$84.00	E	43100	301	2015 SEAL COATING PR	PROF SER-ENGIN	007024
MAILFINANCE	101	03/29/16	\$47.55	E	43100	322	4/23/15-4/22/16 LEASE	POSTAGE	007009
U S BANK VISA	101	03/30/16	\$4.27	E	43100	412	ACE HARDWARE	REP & MAINT VEH	007035
CARQUEST OF STILLWAT	101	03/24/16	\$42.99	E	43100	412	PLOW GUIDE/STREET DE	REP & MAINT VEH	006984
MAC QUEEN EQUIPMENT	101	03/24/16	\$139.53	E	43100	412	SWEEPER HYD. HOSES/S	REP & MAINT VEH	007008
STONEBROOKE EQUIPME	101	03/14/16	\$20.00	E	43100	412	EQUIP MAINT/STREET D	REP & MAINT VEH	006955
CARQUEST OF STILLWAT	101	03/24/16	\$8.29	E	43100	412	FITTING/STREET DEPT.	REP & MAINT VEH	006984
CARQUEST OF STILLWAT	101	03/24/16	\$14.54	E	43100	412	DRAIN PAN/STREET DEP	REP & MAINT VEH	006984
CARQUEST OF STILLWAT	101	03/24/16	\$14.99	E	43100	412	WIRE SUPPLIES/STREET	REP & MAINT VEH	006984
STILLWATER MOTORS	101	03/24/16	\$41.52	E	43100	412	SERVICE - 2011 CHEV/ST	REP & MAINT VEH	007029
TRI STATE BOBCAT INC	101	03/24/16	\$62.44	E	43100	412	PARTS-TOOLCAT/STREE	REP & MAINT VEH	007034
CARQUEST OF STILLWAT	101	03/24/16	\$300.03	E	43100	412	FILTERS-SWEEPER/STRE	REP & MAINT VEH	006984
MAC QUEEN EQUIPMENT	101	03/24/16	\$568.73	E	43100	412	SWEEPER BROOM/STREE	REP & MAINT VEH	007008
CARQUEST OF STILLWAT	101	03/24/16	\$3.20	E	43100	412	AUTO FUSES/STREET DE	REP & MAINT VEH	006984
MENARDS-STILLWATER	101	03/24/16	\$2.99	E	43100	412	VEH MATERIAL/STREET	REP & MAINT VEH	007010
U S BANK VISA	101	03/30/16	\$760.00	E	43100	413	SAVATREE	TREES	007035
TR COMPUTER SALES LLC	101	03/29/16	\$8.43	E	43100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	007033
TR COMPUTER SALES LLC	101	03/29/16	\$16.25	E	43100	416	MTHLY STORAGE	REPAIR/MAINT OF	007033
WHEELER HARDWARE CO	101	03/24/16	\$772.42	E	43100	420	ROAD CLOSED BARRICA	R & M BLDGS, ST	007041
FREDS TIRE	101	03/24/16	\$2.99	E	43100	421	TIRE DISPOSAL/STREET	REPAIR & MAINT	006997
ACTION RENTAL	101	03/24/16	\$57.00	E	43100	431	TRAILER RENTAL/STREE	RENTAL OF EQUIP	006973
<b>DEPT 43100 STREET MAINT</b>			<b>\$3,630.27</b>						
<b>DEPT 43160 STREET LIGHTING</b>									
XCEL	101	03/03/16	\$2,249.10	E	43160	380	JAN-FEB2016 GAS & ELE	ELECTRIC SERVIC	006933
<b>DEPT 43160 STREET LIGHTING</b>			<b>\$2,249.10</b>						
<b>DEPT 43200 PARKS</b>									
WALTERS, ANTHONY	101	03/01/16	\$40.00	E	43200	050	2/14/16-2/27-16 RINK P	SEASONAL/PART	006931
PAROTTI, SAM	101	03/01/16	\$90.00	E	43200	050	RINK PAY	SEASONAL/PART	006923
HOLIDAY FLEET	101	03/04/16	\$23.71	E	43200	212	FEB 2016 FUEL	MOTOR FUELS & L	006915
T. R. F. SUPPLY	101	03/24/16	\$812.60	E	43200	220	CAN LINERS/PARK DEPT.	OPERATING SUPP	007030

**CITY OF BAYPORT**  
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Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
MAILFINANCE	101	03/29/16	\$47.55	E	43200	322	4/23/15-4/22/16 LEASE	POSTAGE	007009
CENTURY POWER EQUIP	101	03/24/16	\$264.02	E	43200	412	MOWER PARTS/PARKS D	REP & MAINT VEH	006985
CENTURY POWER EQUIP	101	03/24/16	\$44.46	E	43200	412	MOWER PARTS/PARK DE	REP & MAINT VEH	006985
TR COMPUTER SALES LLC	101	03/29/16	\$16.25	E	43200	416	MTHLY STORAGE	REPAIR/MAINT OF	007033
TR COMPUTER SALES LLC	101	03/29/16	\$8.43	E	43200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	007033
U S BANK VISA	101	03/30/16	\$19.11	E	43200	420	MENARDS STILLWATER	R & M BLDGS, ST	007035
MENARDS-STILLWATER	101	03/24/16	\$38.78	E	43200	420	WOOD COATING/PARKS	R & M BLDGS, ST	007010
AIR FRESH PORTABLE TOI	101	03/24/16	\$78.75	E	43200	425	RIVERSIDE 3/9/16-4/5/1	SATILLITIES	006974
AIR FRESH PORTABLE TOI	101	03/24/16	\$78.75	E	43200	425	TENNIS CT 3/11/16-4/7/	SATILLITIES	006974
<b>DEPT 43200 PARKS</b>			<u>\$1,562.41</u>						
<b>FUND 101 GENERAL</b>			<u>\$43,191.69</u>						
<b>FUND 211 LIBRARY</b>									
<b>DEPT 45500 LIBRARY</b>									
BAKER & TAYLOR	211	03/29/16	\$285.27	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	006979
BAKER & TAYLOR	211	03/29/16	\$336.66	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	006979
BAKER & TAYLOR	211	03/29/16	\$426.91	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	006979
BAKER & TAYLOR	211	03/29/16	\$254.48	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	006979
BAKER & TAYLOR	211	03/29/16	\$192.10	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	006979
BAKER & TAYLOR	211	03/29/16	\$140.48	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	006979
BAKER & TAYLOR	211	03/29/16	\$70.85	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	006979
WORLD BOOK, INC.	211	03/29/16	\$601.75	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	007042
BAKER & TAYLOR	211	03/29/16	\$162.44	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	006979
WASHINGTON COUNTY LI	211	03/29/16	\$332.10	E	45500	217	1 YR Emagazine subscript	MATERIALS & PR	007039
BAKER & TAYLOR	211	03/29/16	\$284.22	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	006979
SCHOLASTIC LIBRARY PU	211	03/29/16	\$126.26	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	007025
SCHOLASTIC LIBRARY PU	211	03/29/16	\$305.77	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	007025
BAKER & TAYLOR	211	03/29/16	\$50.95	E	45500	217	BOOKS/LIBRARY	MATERIALS & PR	006979
DEMCO	211	03/29/16	\$83.64	E	45500	220	OPERATING SUPPLIES/LI	OPERATING SUPP	006989
INNOVATIVE OFFICE SOL	211	03/29/16	\$225.30	E	45500	220	OPERATING SUPPLIES/LI	OPERATING SUPP	007001
SHARON SIPPEL	211	03/29/16	\$1,500.00	E	45500	302	MARCH 2016 CLEANING/	CONTRACT SERVI	007026
U S BANK VISA	211	03/29/16	\$287.64	E	45500	302	GODADDY	CONTRACT SERVI	007035
TOSHIBA BUSINESS SOLU	211	03/29/16	\$275.98	E	45500	302	CONTRACT SERVICES/LI	CONTRACT SERVI	007032
KINDER MELODIES	211	03/29/16	\$600.00	E	45500	302	JAN/FEB 2016 STORY TI	CONTRACT SERVI	007003
OFFICE OF ENT TECHNOL	211	03/29/16	\$77.20	E	45500	321	PHONES/LIBRARY	COMMUNICATION	007016
COMCAST	211	03/29/16	\$90.55	E	45500	321	APR. 2016 HIGH-SPEED I	COMMUNICATION	006987
XCEL	211	03/03/16	\$1,011.76	E	45500	380	JAN-FEB2016 GAS & ELE	ELECTRIC SERVIC	006933
XCEL	211	03/03/16	\$534.39	E	45500	381	JAN-FEB2016 GAS & ELE	FUEL FOR HEAT	006933
WASHINGTON COUNTY LI	211	03/29/16	\$187.50	E	45500	391	3YR DEEP FREEZE MAIN	SHARED AUTOMA	007039
PLUNKETT S PEST CONTR	211	03/29/16	\$707.33	E	45500	420	2016 SERVICES/LIBRARY	R & M BLDGS, ST	007018
<b>DEPT 45500 LIBRARY</b>			<u>\$9,151.53</u>						
<b>FUND 211 LIBRARY</b>			<u>\$9,151.53</u>						
<b>FUND 303 GO TIF BOND 1990 DEBT SERVICE</b>									
<b>DEPT 00000 GENERAL GOVERNMENT</b>									
S E H	303	03/29/16	\$1,891.07	E	00000	301	3RD ST. PARKING LOT D	PROF SER-ENGIN	007024
S E H	303	03/04/16	\$168.00	E	00000	301	3RD ST. PARKING LOT C	PROF SER-ENGIN	006924
<b>DEPT 00000 GENERAL GOVERNMENT</b>			<u>\$2,059.07</u>						
<b>FUND 303 GO TIF BOND 1990 DEBT SE</b>			<u>\$2,059.07</u>						
<b>FUND 400 NEW FIRE STATION</b>									
<b>DEPT 42201 FIRE STATION</b>									
U S BANK VISA	400	03/29/16	\$62.62	E	42201	220	WM SUPERCENTER	OPERATING SUPP	007035

CITY OF BAYPORT

MONTHLY EXPENSES 6914-7043

Period Name: MARCH

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
MENARDS-STILLWATER	400	03/14/16	\$33.25	E	42201	220	BLG. MAINT/NEW FIRE S	OPERATING SUPP	006948
S E H	400	03/24/16	\$81.46	E	42201	301	FIRE STATION	PROF SER-ENGIN	007024
S & J GLASS, INC	400	03/29/16	\$17,743.15	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007023
U S BANK VISA	400	03/30/16	\$1,057.44	E	42201	302	OFFICEMAX	CONTRACT SERVI	007035
RIGHT-WAY CAULKING, I	400	03/29/16	\$3,807.60	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007021
URBAN COMPANIES	400	03/29/16	\$7,186.75	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007037
U S BANK VISA	400	03/30/16	\$319.00	E	42201	302	PAYPAL	CONTRACT SERVI	007035
REILING CONSTRUCTION,	400	03/29/16	\$43,181.30	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007020
U S BANK VISA	400	03/30/16	\$179.99	E	42201	302	KOHL'S	CONTRACT SERVI	007035
RED CEDAR STEEL ERECT	400	03/29/16	\$1,900.00	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007019
STEINBRECHER PAINTING	400	03/29/16	\$19,285.00	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007027
HORWITZ, INC.	400	03/29/16	\$21,210.18	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007000
EGAN COMPANIES, INC.	400	03/24/16	\$34,681.86	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	006995
HOLLENBACK & NELSON,	400	03/29/16	\$21,943.10	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	006999
OAKDALE RENTAL	400	03/14/16	\$141.11	E	42201	302	EQUIP RENTAL/NEW FIR	CONTRACT SERVI	006951
TR COMPUTER SALES LLC	400	03/14/16	\$5,265.29	E	42201	302	COMPUTER/NEW FIRE S	CONTRACT SERVI	006957
LEO A DALY	400	03/14/16	\$8,728.04	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	006947
ANCOM COMMUNICATION	400	03/14/16	\$439.25	E	42201	302	INSTALL TWO BASE RAD	CONTRACT SERVI	006935
ANCOM COMMUNICATION	400	03/14/16	\$1,013.00	E	42201	302	BLG EQUIP/NEW FIRE ST	CONTRACT SERVI	006935
INTEREUM	400	03/14/16	\$41,269.51	E	42201	302	BUILDING/NEW FIRE ST	CONTRACT SERVI	006945
MENARDS-STILLWATER	400	03/14/16	\$142.61	E	42201	302	BLG. MATERIAL/NEW FIR	CONTRACT SERVI	006948
MENARDS-STILLWATER	400	03/14/16	\$18.69	E	42201	302	BLG. MATERIAL/NEW FIR	CONTRACT SERVI	006948
LOWES HOME CENTERS, L	400	03/29/16	\$5,724.89	E	42201	302	NEW FIRE STATION SUP	CONTRACT SERVI	007007
TIERNEY	400	03/29/16	\$2,700.00	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007031
ATOMIC ARCHITECTURAL	400	03/24/16	\$16,178.50	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	006977
TR COMPUTER SALES LLC	400	03/24/16	\$3,402.00	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007033
KRAUS-ANDERSON CONST	400	03/24/16	\$48,597.93	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007004
MUNICIPAL EMERGENCY	400	03/24/16	\$316.21	E	42201	302	NEW FIRE STATION MAT	CONTRACT SERVI	007013
TIERNEY	400	03/29/16	\$2,100.00	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007031
U S BANK VISA	400	03/30/16	\$249.30	E	42201	302	WAL-MART	CONTRACT SERVI	007035
TIERNEY	400	03/29/16	\$22,678.59	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007031
TIERNEY	400	03/29/16	\$865.25	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007031
B & B SHEETMETAL & RFG	400	03/24/16	\$5,535.56	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	006978
LEO A DALY	400	03/29/16	\$4,280.47	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007006
TIERNEY	400	03/29/16	\$364.12	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007031
TIERNEY	400	03/29/16	\$85.58	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007031
TIERNEY	400	03/29/16	\$8,273.07	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007031
TIERNEY	400	03/29/16	\$11,150.80	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007031
TIERNEY	400	03/29/16	\$4,447.14	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007031
BRETH-ZENZEN FIRE PRO	400	03/24/16	\$1,064.95	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	006982
MUNICIPAL EMERGENCY	400	03/30/16	\$409.76	E	42201	302	NEW FIRE STATION EQU	CONTRACT SERVI	007013
TIERNEY	400	03/29/16	\$1,772.25	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007031
ANCOM COMMUNICATION	400	03/30/16	\$175.75	E	42201	302	NEW FIRE STATION EQU	CONTRACT SERVI	006975
MENARDS-STILLWATER	400	03/14/16	\$95.35	E	42201	306	BLG MATERIAL/NEW FIR	PROF SER-OTHER	006948
<b>DEPT 42201 FIRE STATION</b>			<b>\$370,157.67</b>						
<b>FUND 400 NEW FIRE STATION</b>			<b>\$370,157.67</b>						
<b>FUND 601 WATER</b>									
<b>DEPT 46110 WATER-PUMPHOUSE</b>									
XCEL	601	03/03/16	\$1,752.69	E	46110	380	JAN-FEB2016 GAS & ELE	ELECTRIC SERVIC	006933
XCEL	601	03/03/16	\$185.45	E	46110	381	JAN-FEB2016 GAS & ELE	FUEL FOR HEAT	006933
GRAINGER	601	03/30/16	\$9.79	E	46110	419	BUCKET/WATER DEPT.	REPAIR & MAINT	006998
READY WATT	601	03/14/16	\$95.00	E	46110	419	FIRE/PW SIREN REPAIR	REPAIR & MAINT	006953

**CITY OF BAYPORT**  
**MONTHLY EXPENSES 6914-7043**

Period Name: MARCH

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
GRAINGER	601	03/30/16	\$34.64	E	46110	419	COOLING FAN/WATER D	REPAIR & MAINT	006998
<b>DEPT 46110 WATER-PUMPHOUSE</b>			<b>\$2,077.57</b>						
<b>DEPT 46120 WATER</b>									
BAYPORT PRINTING HOU	601	03/14/16	\$7.20	E	46120	201	#9 WINDOW ENVEL-OPE	OFFICE SUPPLIES	006936
U S BANK VISA	601	03/30/16	\$41.78	E	46120	201	OFFICEMAX	OFFICE SUPPLIES	007035
U S BANK VISA	601	03/29/16	\$13.81	E	46120	201	ADM CC#479817544300	OFFICE SUPPLIES	007035
HOLIDAY FLEET	601	03/04/16	\$85.38	E	46120	212	FEB 2016 FUEL	MOTOR FUELS & L	006915
U S BANK VISA	601	03/30/16	\$3.54	E	46120	216	USPS	CHEMICALS AND	007035
MVTL	601	03/24/16	\$72.00	E	46120	216	WATER TESTING/WATER	CHEMICALS AND	007014
U S BANK VISA	601	03/30/16	\$14.09	E	46120	216	THE UPS STORE	CHEMICALS AND	007035
DVS RENEWAL	601	03/30/16	\$16.00	E	46120	220	11 CHEV	OPERATING SUPP	006991
U S BANK VISA	601	03/30/16	\$56.17	E	46120	220	MENARDS STILLWATER	OPERATING SUPP	007035
DVS RENEWAL	601	03/30/16	\$16.00	E	46120	220	10 CHEV	OPERATING SUPP	006991
DVS RENEWAL	601	03/30/16	\$16.00	E	46120	220	03 GMC	OPERATING SUPP	006991
FASTENAL	601	03/24/16	\$50.29	E	46120	220	HARDWARE/WATER DEP	OPERATING SUPP	006996
DVS RENEWAL	601	03/30/16	\$16.00	E	46120	220	08 CHEV RENEWAL	OPERATING SUPP	006991
MENARDS-STILLWATER	601	03/24/16	\$16.94	E	46120	220	BATTERIES/WATER DEPT	OPERATING SUPP	007010
U S BANK VISA	601	03/30/16	\$31.37	E	46120	240	MILLS FLEET FARM	SMALL TOOLS-EQ	007035
S E H	601	03/29/16	\$2,796.71	E	46120	301	INFRASTRUCTURE/DRAI	PROF SER-ENGIN	007024
S E H	601	03/29/16	\$251.96	E	46120	301	MS4 MPCA STAFF	PROF SER-ENGIN	007024
S E H	601	03/29/16	\$84.00	E	46120	301	MIDS ORDINANCE REVIE	PROF SER-ENGIN	007024
WASHINGTON COUNTY P	601	03/14/16	\$138.00	E	46120	302	HAZARDOUS WASTE/WA	CONTRACT SERVI	006961
ONE CALL CONCEPTS	601	03/24/16	\$33.35	E	46120	307	FEB 2016 LOCATES/WAT	GOPHER STATE O	007017
POSTMASTER	601	03/29/16	\$161.70	E	46120	322	1ST QTR. 2016 BILLING	POSTAGE	006969
MAILFINANCE	601	03/29/16	\$47.55	E	46120	322	4/23/15-4/22/16 LEASE	POSTAGE	007009
XCEL	601	03/03/16	\$1,877.53	E	46120	380	JAN-FEB2016 GAS & ELE	ELECTRIC SERVIC	006933
XCEL	601	03/03/16	\$1,065.20	E	46120	381	JAN-FEB2016 GAS & ELE	FUEL FOR HEAT	006933
NORTHERN SAFETY TECH	601	03/24/16	\$469.31	E	46120	412	WARMING LIGHTS-TANK	REP & MAINT VEH	007015
CARQUEST OF STILLWAT	601	03/24/16	\$10.94	E	46120	412	TUBING CAPS/WATER DE	REP & MAINT VEH	006984
CARQUEST OF STILLWAT	601	03/24/16	\$7.92	E	46120	412	HEAT SHRINK TUBING/W	REP & MAINT VEH	006984
CARQUEST OF STILLWAT	601	03/24/16	\$4.34	E	46120	412	AUTO FUSES/WATER DE	REP & MAINT VEH	006984
CARQUEST OF STILLWAT	601	03/24/16	\$3.10	E	46120	412	AUTO FUSES/WATER DE	REP & MAINT VEH	006984
CARQUEST OF STILLWAT	601	03/24/16	-\$14.48	E	46120	412	TANK TRUCK PARTS/WA	REP & MAINT VEH	006984
U S BANK VISA	601	03/30/16	-\$5.49	E	46120	412	MILLS FLEET FARM	REP & MAINT VEH	007035
U S BANK VISA	601	03/30/16	\$15.81	E	46120	412	AUTOZONE	REP & MAINT VEH	007035
U S BANK VISA	601	03/30/16	\$47.07	E	46120	412	OREILLY AUTO	REP & MAINT VEH	007035
U S BANK VISA	601	03/30/16	\$120.43	E	46120	412	MILLS FLEET FARM	REP & MAINT VEH	007035
MENARDS-STILLWATER	601	03/24/16	\$22.77	E	46120	412	PAINT - PUIIMP HOUSE/	REP & MAINT VEH	007010
CARQUEST OF STILLWAT	601	03/24/16	\$18.99	E	46120	412	STARTER SOLENOID/WA	REP & MAINT VEH	006984
MENARDS-STILLWATER	601	03/24/16	\$23.83	E	46120	412	PAINT & PIPE FITTINGS/	REP & MAINT VEH	007010
U S BANK VISA	601	03/30/16	\$10.69	E	46120	412	OREILLY AUTO	REP & MAINT VEH	007035
U S BANK VISA	601	03/30/16	\$7.91	E	46120	412	ACE HARDWARE	REP & MAINT VEH	007035
ROETTGER WELDING	601	03/24/16	\$27.00	E	46120	412	STEEL TUBING/WATER D	REP & MAINT VEH	007022
CARQUEST OF STILLWAT	601	03/24/16	-\$22.18	E	46120	412	TANK TRUCK PARTS/WA	REP & MAINT VEH	006984
U S BANK VISA	601	03/30/16	-\$5.47	E	46120	412	MILLS FLEET FARM	REP & MAINT VEH	007035
TR COMPUTER SALES LLC	601	03/29/16	\$8.43	E	46120	416	COMPUTER CONSULTING	REPAIR/MAINT OF	007033
TR COMPUTER SALES LLC	601	03/29/16	\$16.25	E	46120	416	MTHLY STORAGE	REPAIR/MAINT OF	007033
U S BANK VISA	601	03/30/16	\$31.79	E	46120	419	MENARDS STILLWATER	REPAIR & MAINT	007035
U S BANK VISA	601	03/30/16	\$18.90	E	46120	419	MENARDS STILLWATER	REPAIR & MAINT	007035
MIDWEST OVERHEAD CRA	601	03/30/16	\$360.15	E	46120	420	ANNUAL INSPECTIONS/	R & M BLDGS, ST	007012
<b>DEPT 46120 WATER</b>			<b>\$8,090.58</b>						
<b>FUND 601 WATER</b>			<b>\$10,168.15</b>						

**CITY OF BAYPORT**  
**MONTHLY EXPENSES 6914-7043**

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Period Name: MARCH

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
<b>FUND 602 SEWER</b>									
<b>DEPT 46200 SEWER - OPERATING</b>									
U S BANK VISA	602	03/29/16	\$13.84	E	46200	201	ADM CC#479817544300	OFFICE SUPPLIES	007035
BAYPORT PRINTING HOU	602	03/14/16	\$7.20	E	46200	201	#9 WINDOW ENVEL-OPE	OFFICE SUPPLIES	006936
HOLIDAY FLEET	602	03/04/16	\$104.29	E	46200	212	FEB 2016 FUEL	MOTOR FUELS & L	006915
DVS RENEWAL	602	03/30/16	\$16.00	E	46200	220	94 FORD	OPERATING SUPP	006991
AIR FRESH PORTABLE TOI	602	03/24/16	\$70.00	E	46200	302	EXTRA PUMPING INSPIR	CONTRACT SERVI	006974
VISU-SEWER	602	03/30/16	\$23,001.95	E	46200	302	CONTRACTED SEWER CL	CONTRACT SERVI	007038
POSTMASTER	602	03/29/16	\$161.70	E	46200	322	1ST QTR. 2016 BILLING	POSTAGE	006969
MAILFINANCE	602	03/29/16	\$47.60	E	46200	322	4/23/15-4/22/16 LEASE	POSTAGE	007009
TR COMPUTER SALES LLC	602	03/29/16	\$8.48	E	46200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	007033
TR COMPUTER SALES LLC	602	03/29/16	\$16.25	E	46200	416	MTHLY STORAGE	REPAIR/MAINT OF	007033
<b>DEPT 46200 SEWER - OPERATING</b>			\$23,447.31						
<b>DEPT 46990 SEWER - NON-OPERATING</b>									
METROPOLITAN COUNCIL	602	03/29/16	\$34,421.46	E	46990	434	APR. 2016 ANNUAL FLO	STATE FEES FOR	007011
<b>DEPT 46990 SEWER - NON-OPERAT</b>			\$34,421.46						
<b>FUND 602 SEWER</b>			\$57,868.77						
			\$492,596.88						

# City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

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## Building Permit Log

For: March, 2016

Printed:3/30/2016

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**Permit Number:** BP2016-10  
**Parcel Address:** 339 2nd Street N.  
**Applicant:** The Home Depot A.H.S.  
The Home Depot A.H.S. RESIDENTIAL BUILDER  
**Construction Value:**\$15,714.00  
**Filing Date:** 3/29/2016  
Bayport, MN 55003  
**Applicant Phone:** 952-345-6047  
**Total Fees:** \$293.11

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**Permit Number:** BP2016-6  
**Parcel Address:** 14 POINT Road  
**Applicant:**ROMEOS HANDYMAN SERVICE  
ROMEOS HANDYMAN SERVICE LLC RESIDENTIAL  
**Construction Value:**\$30,000.00  
**Filing Date:** 3/7/2016  
BAYPORT, MN 55003  
**Applicant Phone:** 651-357-0721  
**Total Fees:** \$603.44

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**Permit Number:** BP2016-8  
**Parcel Address:** 338 5TH Ave. N.  
**Applicant:**JEFF LUNDMARK  
LUNDMARK PROPERTIES, LLC COMMERCIAL  
**Construction Value:**\$11,000.00  
**Filing Date:** 3/15/2016  
BAYPORT, MN 55003  
**Applicant Phone:**  
**Total Fees:** \$212.00

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**Permit Number:** BP2016-9  
**Parcel Address:** 349 3RD Ave. S.  
**Applicant:**SKYLINE RENOVATIONS LLC  
SKYLINE RENOVATIONS LLC RESIDENTIAL  
**Construction Value:**\$10,000.00  
**Filing Date:** 3/29/2016  
BAYPORT, MN 55003  
**Applicant Phone:** 651-334-1630  
**Total Fees:** \$196.75

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**Permit Number:** LSCB-16-003  
**Parcel Address:** 16660 15TH Street S.  
**Applicant:**CURT ZIMMERMAN  
**Construction Value:**\$4,200.00  
**Filing Date:** 3/29/2016  
BAYPORT, MN 55003  
**Applicant Phone:**  
**Total Fees:** \$120.10

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# Building Permit Log

For: March, 2016

Printed:3/30/2016

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<b>Permit Number:</b> MC2016-14	<b>Filing Date:</b> 3/2/2016
<b>Parcel Address:</b> 515 LAKESIDE DRIVE S.	BAYPORT, MN 55003
<b>Applicant:</b> GLOWING HEARTH & HOME GLOWING HEARTH & HOME MECHANICAL	<b>Applicant Phone:</b> 952-492-9276
<b>Construction Value:</b> \$6,600.00	<b>Total Fees:</b> \$160.00

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<b>Permit Number:</b> MC2016-15	<b>Filing Date:</b> 3/8/2016
<b>Parcel Address:</b> 264 PRIMROSE Path N.	BAYPORT, MN 55003
<b>Applicant:</b> FIRESIDE HEARTH & HOME FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.	<b>Applicant Phone:</b> 952-985-6601
<b>Construction Value:</b> \$1,031.00	<b>Total Fees:</b> \$80.00

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<b>Permit Number:</b> MC2016-16	<b>Filing Date:</b> 3/15/2016
<b>Parcel Address:</b> 515 LAKESIDE DRIVE S.	BAYPORT, MN 55003
<b>Applicant:</b> GENZ-RYAN PLUMBING & GENZ-RYAN PLUMBING & HEATING	<b>Applicant Phone:</b> 952-767-1870
<b>Construction Value:</b> \$18,970.00	<b>Total Fees:</b> \$80.00

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<b>Permit Number:</b> MC2016-17	<b>Filing Date:</b> 3/17/2016
<b>Parcel Address:</b> 262 PRIMROSE Path N.	BAYPORT, MN 55003
<b>Applicant:</b> FIRESIDE HEARTH & HOME FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.	<b>Applicant Phone:</b> 952-985-6601
<b>Construction Value:</b> \$1,031.00	<b>Total Fees:</b> \$80.00

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<b>Permit Number:</b> MC2016-18	<b>Filing Date:</b> 3/22/2016
<b>Parcel Address:</b> 122 2nd Avenue So. Bldg. 14-S	Bayport, MN 55003
<b>Applicant:</b> CORVAL CONSTRUCTORS, INC. CORVAL CONSTRUCTORS, INC. MECHANICAL	<b>Applicant Phone:</b> 651-645-0451
<b>Construction Value:</b> \$60,029.00	<b>Total Fees:</b> \$901.43

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<b>Permit Number:</b> PL2016-6	<b>Filing Date:</b> 3/1/2016
<b>Parcel Address:</b> 3527 PETE MILLER TRAIL	STILLWATER, MN 55082
<b>Applicant:</b> DERRICK CUSTOM HOMES, LLC DERRICK CUSTOM HOMES, LLC RESIDENTIAL	<b>Applicant Phone:</b> 715-246-2320
<b>Construction Value:</b>	<b>Total Fees:</b> \$1,630.00

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**Building Permit Log**

For: March, 2016

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**Permit Number:** PL2016-7**Filing Date:** 3/17/2016**Parcel Address:** 3755 PETE MILLER AVENUE N. STILLWATER, MN 55082**Applicant:** CREATIVE HOME**Applicant Phone:** 651-289-6800

C.W.'S EXCAVATING, INC. SEWER &amp; WATER

**Construction Value:****Total Fees:** \$1,630.00

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**Permit Number:** PL2016-8**Filing Date:** 3/29/2016**Parcel Address:** 144 MAINE Street N.

BAYPORT, MN 55003

**Applicant:** EASCO PLUMBING & HEATING**Applicant Phone:** 612-369-5486

EASCO PLUMBING &amp; HEATING

**Construction Value:** \$2,000.00**Total Fees:** \$80.00

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**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**

<b>Donor Information</b>	<input type="checkbox"/> City Resident / Business	<input type="checkbox"/> Nonresident	<input type="checkbox"/> Other
Name: <u>Goulette Paul</u>			
Main Phone Number: _____		Alternate Phone Number: _____	
Email Address: <u>Paul Go</u>			
Address: <u>204 N. 5th St.</u>			
City/State/Zip: <u>Bayport, MN. 55003</u>			
Organization Name (if applicable): _____			

<b>Donation Information</b>	
<input 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 checked="" type="checkbox"/> Monetary donation of \$ <u>200.00</u> for <input type="checkbox"/> Cemetery <input type="checkbox"/> General Fund <input checked="" type="checkbox"/> Parks <input type="checkbox"/> Fire Dept. <input type="checkbox"/> Police Dept.	
Engraved text on bench plaque shall read as follows: <i>(Please print and refer to examples on reverse)</i> <u>Flower basket donations in memory of Carolyn Goulette, Et Olsen and Dorgie and Lil Goulette.</u>	

<b>Donor Acknowledgement and Signature</b>
<p>I understand that as the designated donor, this donation will be designated for city department use or used toward the purchase of the item, as specified above. I also understand that depending on availability, lead time, and weather conditions; it could take up to one (1) year to install an item. However, the city will make every effort to complete the installation as soon as possible. I also understand that the city has been given only an approximate size for the dedication plaque. Hence, if I have selected to donate funds for a bench, the city has my permission to format and size the text above accordingly, in order to fit the text on the plaque. Should it be necessary to change any of the text content for any reason, I am aware that I will be contacted by the city.</p>
Signature: <u>Paul Goulette</u> Date: <u>3/10/2016</u>

<b>Office Use</b>
Staff notes: <i>(Include requested placement location)</i>
Donation amount received: <u>\$200.00</u> Date received: <u>3/10/16</u> Payment method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <u>10623</u> Received by: <u>Karen Hyster</u>



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 222, St. Paul, MN 55101  
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: Bethleken Lutheran Church (Dane's Place Pig Roast) Date organized: 10/29/09 Tax exempt number: 22463

Address: 490 N. 4th St. City: Buyport State: Minnesota Zip Code: 55003

Name of person making application: Bob Johnson Business phone: (651) 379-3212 Home phone: (651) 439-8894

Date(s) of event: Saturday, June 25th, 2016 Type of organization:  Club  Charitable  Religious  Other non-profit

Organization officer's name: Bob Johnson City: Buyport State: Minnesota Zip Code: 55003

Organization officer's name: \_\_\_\_\_ City: \_\_\_\_\_ State: Minnesota Zip Code: \_\_\_\_\_

Organization officer's name: \_\_\_\_\_ City: \_\_\_\_\_ State: Minnesota Zip Code: \_\_\_\_\_

Organization officer's name: \_\_\_\_\_ City: \_\_\_\_\_ State: Minnesota Zip Code: \_\_\_\_\_

Location where permit will be used. If an outdoor area, describe.  
Buyport Village Green - Hwy 95 and 4th Ave.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.  
Buyport Legion, 263 North 3rd St., Buyport, MN 55003

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
Buyport Legion is the insurance carrier. Amount of coverage is \$1,000,000 each occurrence, \$150,000 damage to premises, \$5,000/person medical expenses; \$1,000,000 personal injury and \$2,000,000 general aggregate.

APPROVAL  
 APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license: \_\_\_\_\_  
\$50.00  
 Fee Amount  
3/17/16  
 Date Fee Paid

Date Approved: \_\_\_\_\_  
 Permit Date: \_\_\_\_\_  
 City or County E-mail Address: \_\_\_\_\_  
 City or County Phone Number: \_\_\_\_\_

Signature City Clerk or County Official: \_\_\_\_\_ Approved Director Alcohol and Gambling Enforcement

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.  
 PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)



**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: SEE ATTACHED MAP  
 Private property description/address: \_\_\_\_\_

**Applicant Information**

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

Applicant/Contact Name: RYAN BEVEUS, BEN SCHMITT  
 Organization/Business Name: RUN STILLWATER, INC. + FOUR to SIX NON PROFITS  
 Main Phone Number: RYAN-651-235-0244 BEN-612-750-8288 Alternate Phone Number: \_\_\_\_\_  
 Email Address: BEVEUS.RYAN@GMAIL.COM  
BENJAMIN.SCHMITT84@GMAIL.COM  
 Address: RUN STILLWATER, INC.  
P.O. BOX 21  
 City/State/Zip: STILLWATER, MN. 55082

**Event Information**

Name or title of event: LIFT BRIDGE ROAD RACES  
 Start Date: 7/23/2016 Time: 0500 (SET-UP)  
 End Date: 7/23/2016 Time: 1130 (PARK VOUCHERS)  
 Estimated attendance: 800  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.

EVENT will provide All Equipment noted Above.

**Description of Additional City Services and/or Equipment Requested**

POLICE SERVICES FOR TRAFFIC CONTROL AS IN PREVIOUS YEARS.

- RACE WILL SUPPLY 50 TRAFFIC CONES TO ASSIST IN TRAFFIC CONTROL. WORKING LINES WILL SUPPLY CONES & BARRICADES AS IN PREVIOUS YEARS.

**Diagram of Event Premises**

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

SEE ATTACHED.

TRAFFIC PLAN COMING FROM WORKING LINES.

Event include 10 Mile, 5K and kids run (around perimeter of park.) See map.

\* Same route and safety plan as 2015.

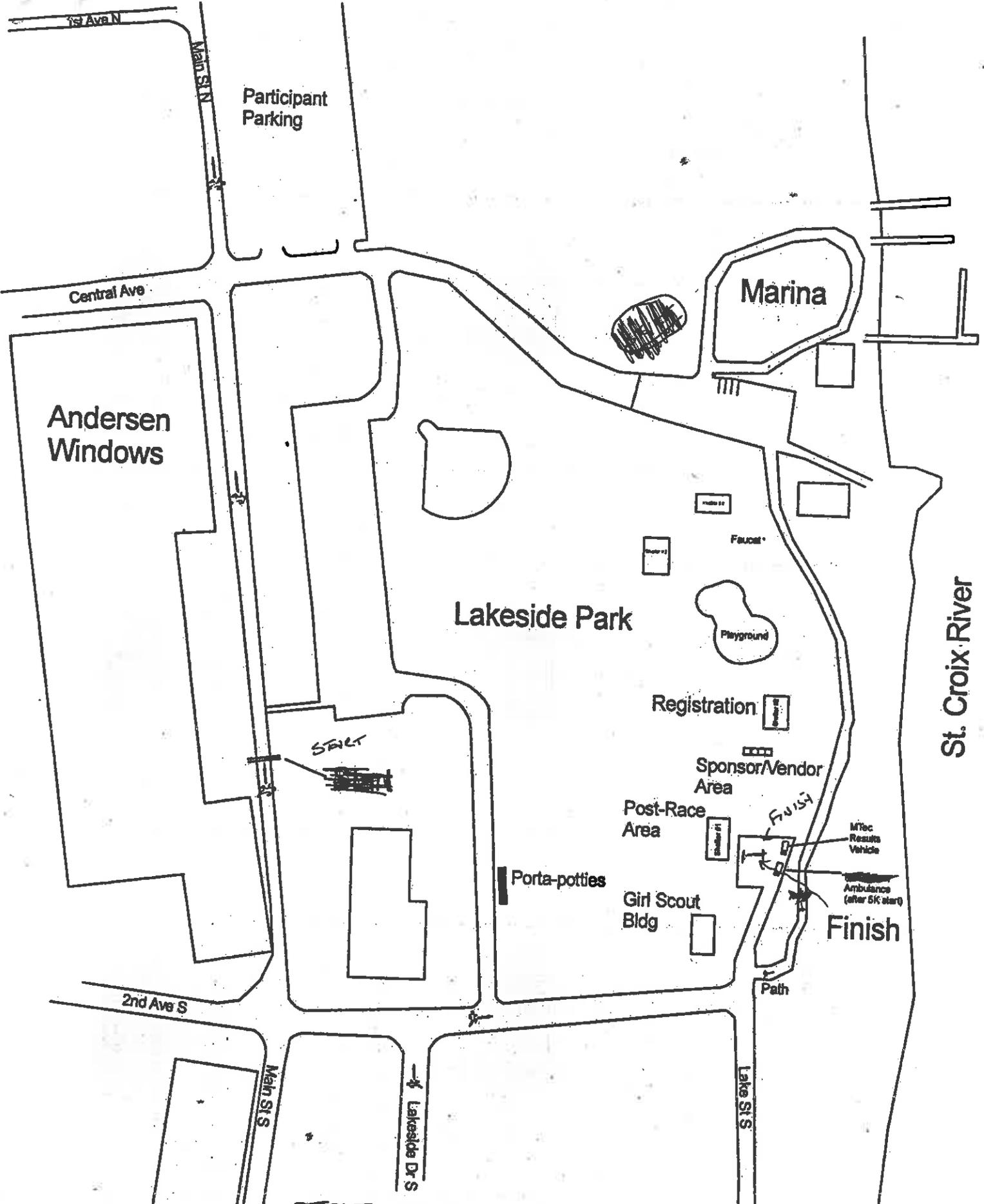
**Applicant Acknowledgement and Signature**

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.

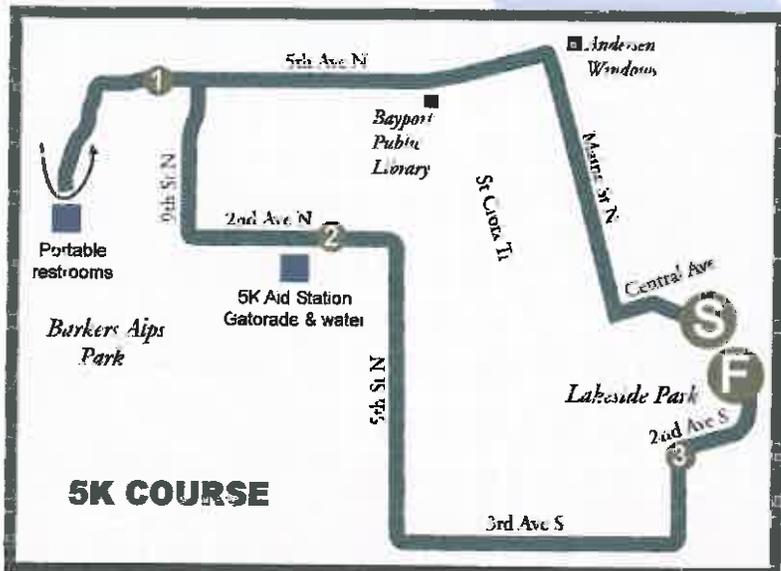
Signature: *MJ [unclear]*

Date: 3/21/16

Office Use	Amount Due	Payment	Date	Staff
Required Application Fee: Public entity/Non-profit Individual/For-profit	<input type="checkbox"/> \$15.00 <input checked="" type="checkbox"/> \$50.00	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check No. 5517	Received: 3/21/16	Kjh
Rental Fees: ___ Trash receptacle(s) \$ 10.00 + tax ___ Barricade(s) \$ 10.00 + tax TBD ___ 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 checked="" type="checkbox"/> \$ 500.00 (Up to \$1,000.00) Due 6/1/16	<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  Due by 6/23/16	<input checked="" type="checkbox"/> \$ 800.00 (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 <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: _____ State: _____	
Temporary Food/Vendor License: <input type="checkbox"/> YES <input type="checkbox"/> NO TBD			County: _____	

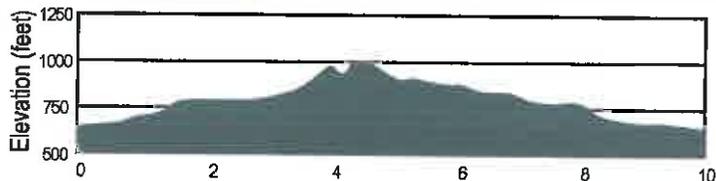


~~\_\_\_\_\_~~ Lift Bridge Road Races  
Start/Finish Area



- Aid Station: Gatorade & water (portable restrooms along the course but not at aid stations)
- 1 Mile Mark

**Course Map**  
**Race Start Times**  
**10 Mile: 8 a.m.**  
**5K: 8:20 a.m.**





**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: Hwy 95 from 7<sup>th</sup> AVEN → 2<sup>nd</sup> STS.

Private property description/address: \_\_\_\_\_

**Applicant Information**

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

Applicant/Contact Name: Jim Menard

Organization/Business Name: Bayport American Legion Post 491

Main Phone Number: 651-323-0980 Alternate Phone Number: 651-439-9207

Email Address: bayportparade@comcast.net

Address: 1326 Carnelian Street N

City/State/Zip: Stillwater, MN 55082

**Event Information**

Name or title of event: Bayport American Legion Memorial Parade

Start Date: May 30<sup>th</sup> 2016  
May 30<sup>th</sup> 2016

Time: 6AM  
lineup 8AM

End Date: May 30<sup>th</sup> 2016

Time: NOON

Estimated attendance: \_\_\_\_\_  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: Parade

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).

**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.

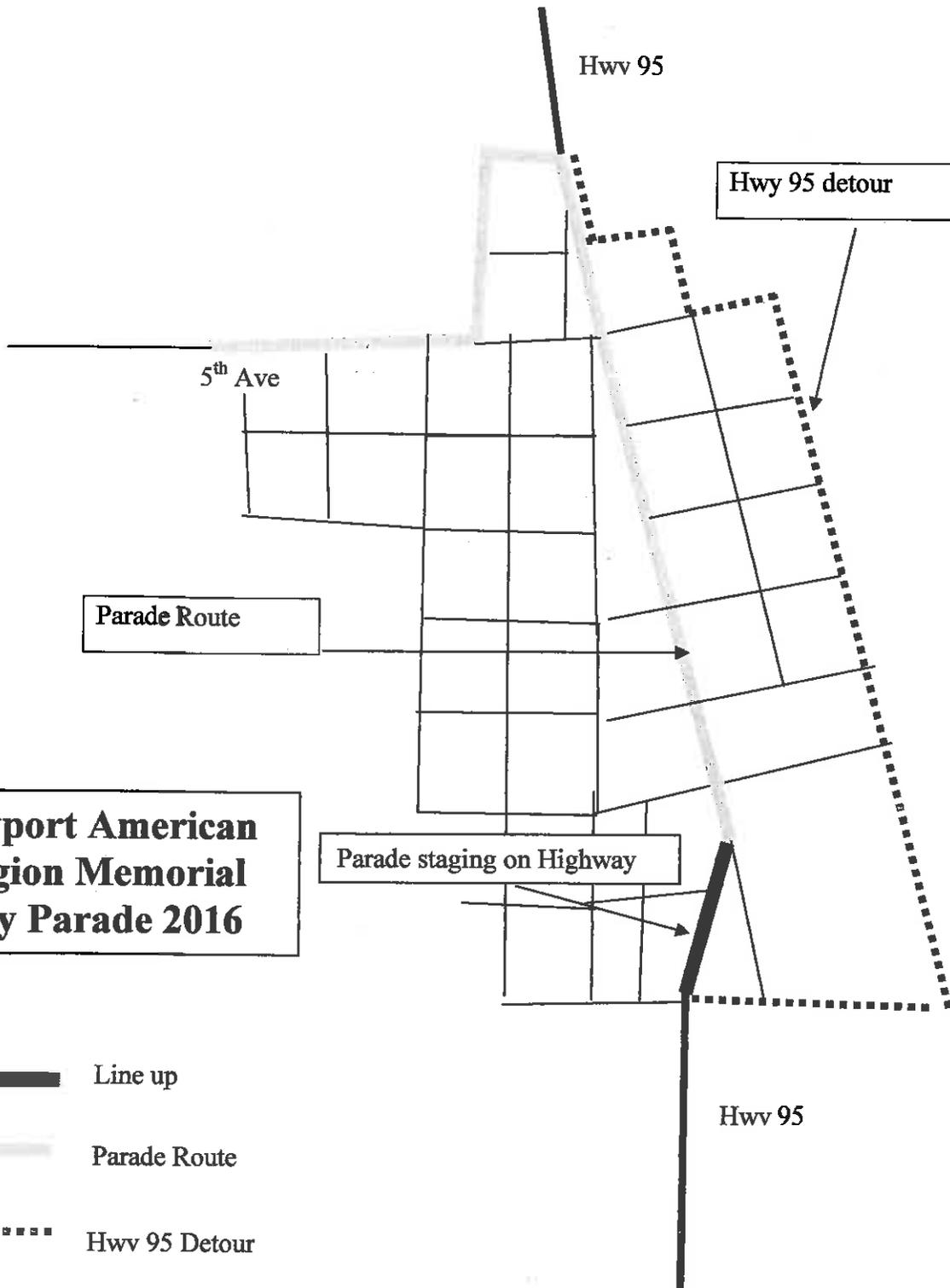
Signature: *J. Menard*

Date: 3.23.16

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 checked="" type="checkbox"/> Cash <i>J. Menard</i> <input type="checkbox"/> Check No. _____	Received: <i>3/23/16</i>	<i>Kjh</i>
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"/> \$ _____ <i>N/A</i>	<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 and Fees Required: <input type="checkbox"/> YES <input type="checkbox"/> NO <i>Police Participation</i>	<input type="checkbox"/> \$ <i>N/A</i> (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	<i>ON File</i>		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: _____ State: _____	
Temporary Food/Vendor License: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			County: _____	

**Bayport American  
Legion Memorial  
Day Parade 2016**

- Line up
- Parade Route
- ..... Hwy 95 Detour





# ST. CROIX VALLEY FOUNDATION

715.386.9490 (Office)  
715.386.1250 (Fax)  
516 Second St., Suite 214  
Hudson, WI 54016

## Board of Directors

Ann Brookman  
Lake Elmo, MN

Suzann Brown  
Stillwater, MN

Dwight Cummins  
Stillwater, MN

Sue Gerlach  
St. Croix Falls, WI

Todd Gillingham, Chair  
Hudson, WI

Martha Harding  
St. Croix Falls, WI

Andy Kass  
Stillwater, MN

Andy Kubiak  
Lakeland, MN

James Lutiger  
Hudson, WI

Heather McAbee  
Woodville, WI

Lisa Rinde  
Amery, WI

Rod Rommel  
River Falls, WI

Steve Schroeder  
River Falls, WI

Linda Skoglund  
New Richmond, WI

Matt Thueson  
Stillwater, MN

Jeanne Walz  
North Branch, MN

Steve Wilcox  
Hudson, WI

Jane Hetland Stevenson  
President

Past Board Chairs  
Sarah Andersen

John Baird

Jim Bradshaw

David Brandt

Martha Harding

Orville Johnson

Peter Kilde

Gretchen Stein

David Wettergren

Steve Wilcox

March 2016

Mike Bell  
Bayport Fire Department  
294 N. 3rd St.  
Bayport, MN 55003

Greetings:

I am pleased to inform you that a grant has been approved for Bayport Fire Department. A check for \$500 is enclosed and is to be used for: *General Operating*.

This grant represents a distribution from the Baytown Woods Fund of the St. Croix Valley Foundation.

Since our Foundation provides donors with tax receipts for their contributions, no receipt from your organization is required. You may, however, wish to send a letter of appreciation to:

Mary & William Keefer  
5340 Oakgreen Avenue North  
Stillwater, MN 55082

Should you plan to acknowledge this gift in any published materials, please identify it as a grant from the fund noted above.

Sincerely,

Jane Hetland Stevenson  
President

cc: Mary & William Keefer





**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**

<b>Donor Information</b>	<input type="checkbox"/> City Resident / Business	<input checked="" type="checkbox"/> Nonresident	<input type="checkbox"/> Other
Name: <u>Kelly Jacobs</u>			
Main Phone Number: <u>1</u>		Alternate Phone Number:	
Email Address: <u>Kelly.jacobs@andersencorp.com</u>			
Address: <u>132 Heritage Trail</u>			
City/State/Zip: <u>Houlton WI 54082</u>			
Organization Name (if applicable):			

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

<b>Donor Acknowledgement and Signature</b>
<p>I understand that as the designated donor, this donation will be designated for city department use or used toward the purchase of the item, as specified above. I also understand that depending on availability, lead time, and weather conditions; it could take up to one (1) year to install an item. However, the city will make every effort to complete the installation as soon as possible. I also understand that the city has been given only an approximate size for the dedication plaque. Hence, if I have selected to donate funds for a bench, the city has my permission to format and size the text above accordingly, in order to fit the text on the plaque. Should it be necessary to change any of the text content for any reason, I am aware that I will be contacted by the city.</p>
Signature: <u>Kelly J. Jacobs</u> Date: <u>3-4-16</u>

<b>Office Use</b>
Staff notes: <i>(Include requested placement location)</i> <u>To be determined</u>
Donation amount received: <u>\$250.00</u> Date received: <u>3/24/16</u>
Payment method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <u>6253</u> Received by: <u>K. Nuyt</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:** 02/29/16

**PERIOD TO:** OWNER

**PROJECT NO:** 1521030-02

CONSTRUCTION  
 MANAGER

ARCHITECT

KRAUS-ANDERSON@  
 CIRCLE FINES

RECEIVED  
 MAR 1 4 2016

**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)	\$ 304,055.43
3. TOTAL CONTRACT SUM TO DATE (Item C Totals)	\$ 4,095,696.43
4. TOTAL COMPLETED & STORED TO DATE (Item F Totals)	\$ 3,949,522.23
5. RETAINAGE (Item H Totals)	\$ 204,076.11
6. LESS PREVIOUS TOTAL PAYMENTS (Item I Totals)	\$ 3,551,728.17
7. CURRENT PAYMENT DUE (Item J Totals)	\$ 193,717.95

## PROJECT CERTIFICATE FOR PAYMENT

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

TOTAL OF AMOUNTS CERTIFIED \$ 193,717.95

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: 03/03/16

**ARCHITECT:** Leo A. Daly

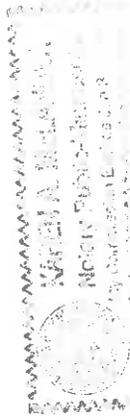
By: *Leo A. Daly* Date: 03/03/16

CONSTRUCTION MANAGER: Kraus-Anderson Construction Company

Date: 03/03/16

State of: Minnesota  
 County of: Anoka

Subscribed and sworn to before me this 3rd day of March, 2016



Notary Public: *Dawn Mulander*  
 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: 10  
 APPLICATION DATE: 3/1/2016  
 PERIOD FROM: 2/1/2016  
 TO: 2/29/2016  
 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	\$0.00	\$0.00			\$3,544.01		\$6,150.00		\$9,694.01	\$304,055.43
C CONTRACT SUM TO DATE	\$14,583.00	\$252,000.00			\$40,959.01		\$172,030.00		\$479,572.01	\$4,095,696.43
D WORK IN PLACE TO DATE	\$0.00	\$204,290.00			\$40,959.01		\$172,030.00		\$417,279.01	\$3,949,522.23
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)	\$0.00	\$204,290.00			\$40,959.01		\$172,030.00		\$417,279.01	\$3,949,522.23
G RETAINAGE PERCENTAGE	5%	5%			5%		5%		5%	5%
H RETAINAGE AMOUNT	\$0.00	\$10,214.50			\$2,047.95		\$8,601.50		\$20,863.95	\$204,076.11
I PREVIOUS PAYMENTS	\$0.00	\$194,075.50			\$38,911.06		\$147,250.00		\$380,236.56	\$3,551,728.17
J CURRENT PAYMENT DUE (F-H-I)	\$0.00	\$0.00			\$0.00		\$16,178.50		\$16,178.50	\$193,717.95
K BALANCE TO FINISH (C-F)	\$14,583.00	\$47,710.00			\$0.00		\$0.00		\$62,293.00	\$146,174.20
L PERCENT COMPLETE (F+C)	0%	81%			100%		100%		87%	96%

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: 10  
 APPLICATION DATE: 3/1/2016  
 PERIOD FROM: 2/1/2016  
 TO: 2/29/2016  
 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME	B & B Sheet Metal & Roofing, Inc.	Breth-Zenzen Fire Protection, LLC	CE LLC Custom Expressions	Egan Company	Hollenback & Nelson	TOTALS THIS PAGE
PORTION OF WORK	Roofing WS 07-B	Fire Suppression WS 21-A	Window Treatments WS 12-A	Electrical WS 26-A	Concrete/Masonry WS 03-A	
A ORIGINAL CONTRACT SUM	\$142,000.00	\$36,500.00	\$6,053.00	\$469,600.00	\$853,800.00	\$1,507,953.00
B NET CHANGE ORDERS TO DATE	\$12,636.00	\$2,088.00	\$0.00	\$42,798.48	\$25,896.00	\$83,418.48
C CONTRACT SUM TO DATE	\$154,636.00	\$38,588.00	\$6,053.00	\$512,398.48	\$879,696.00	\$1,591,371.48
D WORK IN PLACE TO DATE	\$154,636.00	\$38,588.00	\$0.00	\$512,398.48	\$879,696.00	\$1,585,318.48
E STORED MATERIALS (Not in D or I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$154,636.00	\$38,588.00	\$0.00	\$512,398.48	\$879,696.00	\$1,585,318.48
G RETAINAGE PERCENTAGE	5%	5%	5%	5%	5%	5%
H RETAINAGE AMOUNT	\$7,731.80	\$1,929.40	\$0.00	\$25,619.92	\$43,984.80	\$79,265.92
I PREVIOUS PAYMENTS	\$141,368.64	\$35,593.65	\$0.00	\$452,096.70	\$813,768.10	\$1,442,827.09
J CURRENT PAYMENT DUE (F-H-I)	\$5,535.56	\$1,064.95	\$0.00	\$34,681.86	\$21,943.10	\$63,225.47
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$6,053.00	\$0.00	\$0.00	\$6,053.00
L PERCENT COMPLETE (F+C)	100%	100%	0%	100%	100%	100%

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# PROJECT APPLICATION SUMMARY

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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: 10  
 APPLICATION DATE: 3/1/2016  
 PERIOD FROM: 2/1/2016  
 TO: 2/29/2016  
 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME	Horwotiz, 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	
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 ORDERS TO DATE	\$116,652.00	\$10,045.16	\$9,955.20	\$0.00	\$7,300.00	\$143,952.36	
C CONTRACT SUM TO DATE	\$705,552.00	\$72,622.16	\$258,604.20	\$21,834.00	\$97,300.00	\$1,155,912.36	
D WORK IN PLACE TO DATE	\$703,407.00	\$72,622.16	\$226,440.00	\$21,834.00	\$97,300.00	\$1,121,603.16	
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)	\$703,407.00	\$72,622.16	\$226,440.00	\$21,834.00	\$97,300.00	\$1,121,603.16	
G RETAINAGE PERCENTAGE	5%	5%	5%	5%	5%	5%	
H RETAINAGE AMOUNT	\$35,170.35	\$3,631.11	\$11,322.00	\$1,091.70	\$4,865.00	\$56,080.16	
I PREVIOUS PAYMENTS	\$647,026.47	\$68,991.05	\$215,118.00	\$20,742.30	\$92,435.00	\$1,044,312.82	
J CURRENT PAYMENT DUE (F-H-I)	\$21,210.18	\$0.00	\$0.00	\$0.00	\$0.00	\$21,210.18	
K BALANCE TO FINISH (C-F)	\$2,145.00	\$0.00	\$32,164.20	\$0.00	\$0.00	\$34,309.20	
L PERCENT COMPLETE (F+C)	100%	100%	88%	100%	100%	97%	

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 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME	Overhead Door Company of the Northland		Peterson Companies, Inc.		Quality Drywall Midwest		Red Cedar Steel Erectors		Reiling Construction Company Inc.		TOTALS THIS PAGE
	Special Doors WS 08-C	Fencing WS 32-C	Drywall WS 09-A	Structural Steel Erection WS 05-A	Carpentry WS 06-A						
A ORIGINAL CONTRACT SUM	\$72,207.00	\$14,000.00	\$163,000.00	\$122,700.00	\$244,742.00					\$616,649.00	
B NET CHANGE	\$0.00	\$0.00	\$44,099.00	\$1,130.00	\$11,888.58					\$57,117.58	
C CONTRACT SUM TO DATE	\$72,207.00	\$14,000.00	\$207,099.00	\$123,830.00	\$256,630.58					\$673,766.58	
D WORK IN PLACE TO DATE	\$72,207.00	\$14,000.00	\$207,099.00	\$119,750.00	\$254,630.58					\$667,686.58	
E STORED MATERIALS (Not in D or I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$72,207.00	\$14,000.00	\$207,099.00	\$119,750.00	\$254,630.58					\$667,686.58	
G RETAINAGE PERCENTAGE	5%	5%	5%	5%	5%					5%	
H RETAINAGE AMOUNT	\$8,610.35	\$700.00	\$10,354.95	\$5,987.50	\$12,731.53					\$38,384.33	
I PREVIOUS PAYMENTS	\$63,596.65	\$13,300.00	\$196,744.05	\$111,862.50	\$198,717.75					\$584,220.95	
J CURRENT PAYMENT DUE (F-H-I)	\$0.00	\$0.00	\$0.00	\$1,900.00	\$43,181.30					\$45,081.30	
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$0.00	\$4,080.00	\$2,000.00					\$6,080.00	
L PERCENT COMPLETE (F+C)	100%	100%	100%	97%	99%					99%	

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AIA Document G723/CMa

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APPLICATION NO: 10  
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 PERIOD FROM: 2/1/2016  
 TO: 2/29/2016  
 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
PORTION OF WORK	Sealants WS 07-C	Entrances, Storefront WS 08-B	Painting WS 09-H	Tile WS 09-B	Ceiling & Acoustical WS 09-C	
A ORIGINAL CONTRACT SUM	\$17,200.00	\$22,606.00	\$53,500.00	\$16,575.00	\$9,920.00	\$119,801.00
B NET CHANGE	\$568.00	\$0.00	\$1,740.00	\$0.00	\$0.00	\$2,308.00
C CONTRACT SUM TO DATE	\$17,768.00	\$22,606.00	\$55,240.00	\$16,575.00	\$9,920.00	\$122,109.00
D WORK IN PLACE TO DATE	\$16,048.00	\$18,677.00	\$54,370.00	\$16,575.00	\$0.00	\$105,670.00
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)	\$16,048.00	\$18,677.00	\$54,370.00	\$16,575.00	\$0.00	\$105,670.00
G RETAINAGE PERCENTAGE	5%	5%	5%	5%	5%	5%
H RETAINAGE AMOUNT	\$802.40	\$933.85	\$2,718.50	\$2,428.75	\$0.00	\$6,883.50
I PREVIOUS PAYMENTS	\$11,438.00	\$0.00	\$32,366.50	\$14,146.25	\$0.00	\$57,950.75
J CURRENT PAYMENT DUE (F-H-I)	\$3,807.60	\$17,743.15	\$19,285.00	\$0.00	\$0.00	\$40,835.75
K BALANCE TO FINISH (C-F)	\$1,720.00	\$3,929.00	\$870.00	\$0.00	\$9,920.00	\$16,439.00
L PERCENT COMPLETE (F+C)	90%	83%	98%	100%	0%	87%

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**PROJECT APPLICATION SUMMARY**

AIA Document G723/CMa

PAGE SEVEN OF SEVEN PAGES

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APPLICATION NO: 10  
 APPLICATION DATE: 3/1/2016  
 PERIOD FROM: 2/1/2016  
 TO: 2/29/2016  
 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME	Urban Companies, 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					
C ORDERS TO DATE CONTRACT SUM TO DATE	\$0.00	\$7,565.00	\$0.00	\$0.00	\$7,565.00
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	\$51,965.00	\$0.00	\$0.00	\$51,965.00
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
G RETAINAGE PERCENTAGE	5%	5%	5%	5%	5%
H RETAINAGE AMOUNT	\$0.00	\$2,598.25	\$0.00	\$0.00	\$2,598.25
I PREVIOUS PAYMENTS	\$0.00	\$42,180.00	\$0.00	\$0.00	\$42,180.00
J CURRENT PAYMENT DUE (F-H-I)	\$0.00	\$7,186.75	\$0.00	\$0.00	\$7,186.75
K BALANCE TO FINISH (C-F)	\$21,000.00	\$0.00	\$0.00	\$0.00	\$21,000.00
L PERCENT COMPLETE (F+C)	0%	100%			71%

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

---

**DATE:** March 29, 2016  
**TO:** Mayor and City Council  
**FROM:** Logan Martin, City Administrator  
**RE:** Consider authorization to prepare plans and specifications and solicit bids for the construction of a municipal parking lot at 169 3<sup>rd</sup> Street North

***BACKGROUND***

Based on direction received at the March 7 City Council meeting, staff has been working to create additional design options for the municipal parking lot project at 169 3<sup>rd</sup> St. N. The intent of this redesign exercise was to consider additional design options that focus on ease of maneuverability, overall aesthetic improvement, and limited maintenance requirements, all while maximizing parking stalls.

City Engineer Parotti worked with his team of designers to develop four new options for consideration. The options are varied in their effectiveness and overall creation of parking stalls, but each offers positive options for consideration. As such, staff established some standards upon which to rank each design, as shown on the attached spreadsheet. Options are ordered from least recommended to most recommended, with staff comments found in the far right column. A detailed discussion of staff logic behind each design and ranking will be provided at both the Council workshop and regular meeting.

As the construction season is quickly upon us, it is important that this project be offered for bidding in the near term, if at all possible. City Engineer Parotti is equipped to take a design into construction document development, and if authorization is received on April 4 we could anticipate awarding bids in June, pending approval by other agencies.

Funding for this project is available via Tax Increment Finance (TIF) funds generated by a redevelopment project at Andersen Corporation in 1990. Approximately \$380,000 is available for this project, to be used for property acquisition and construction of the parking lot.

***RECOMMENDATION***

Staff recommends the City Council authorize the preparation of plans and specifications and the solicitation of bids for the construction of a municipal parking lot at 169 3<sup>rd</sup> Street North.

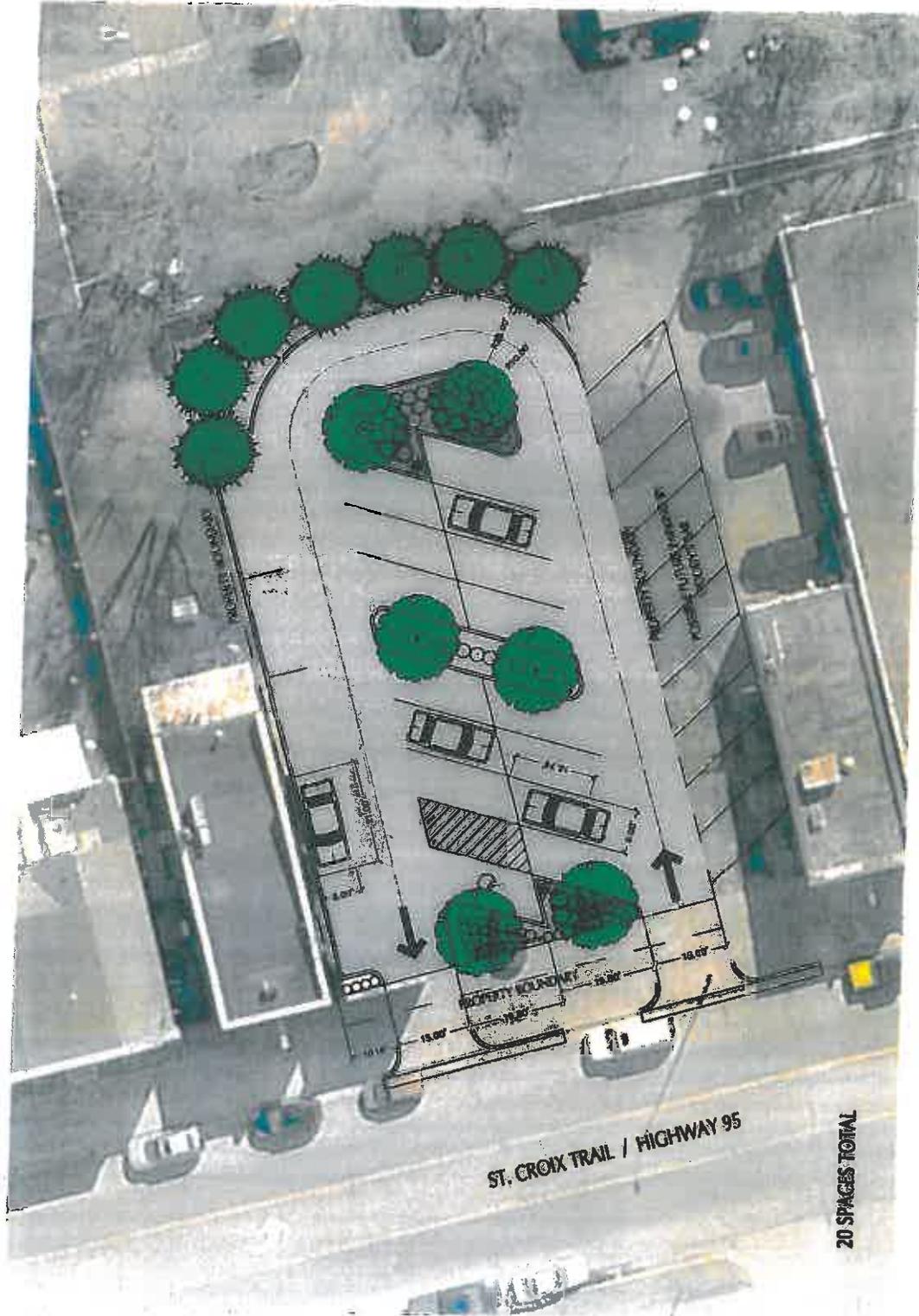
Attachments

Design Ranking Table  
Optional Designs 1-6

## MUNICIPAL PARKING LOT OPTIONS

CONCEPT	# CITY STALLS	% IMPERVIOUS (MAX. 80%)	VEHICLE MANUEVERABILITY	SNOWPLOWING EFFORT	VERSATILITY FOR EVENTS	REQUIRES WOODY'S PARTNERSHIP	FIRE CODE COMPATIBILITY (MIN. 5' STALL SETBACK TO CAFÉ)	STAFF COMMENT/ RECOMMENDATION
1	20	73%	MODERATE	DIFFICULT	MEDIUM	NO (W/ + 5-10 STALLS)	YES-WITHOUT 5 PARALLELL STALLS	ELIMINATE - NET 15 STALLS
2	12	71%	MODERATE	EASY	HIGH	NO (W/ + 3-5 STALLS)	YES	ELIMINATE - LEAST # STALLS
3	21	78%	DIFFICULT	MODERATE	LOW	NO (W/ + 5-10 STALLS)	YES	POSSIBILITY - SIMILAR TO #5
4	20	78%	MODERATE	EASY	HIGH	YES (TO = 30 STALLS)	NO	POTENTIAL FIRE CODE ISSUES
5	17	74%	MODERATE	EASY	LOW	NO (W/ + 3-5 STALLS)	YES	** GOOD OPTION
6	23	58%	MODERATE	EASY	HIGH	NO (W/ + 3-5 STALLS)	YES	*** BEST OPTION

CONCEPT # 1



20 SPACES TOTAL

# BAYPORT MUNICIPAL PARKING

MARCH 30, 2015



Planning • Civil Engineering • Land Surveying  
Landscape Architecture • Environmental

# CONCEPT # 2



Project: Bayport Downtown Parking

45° Double Aisle

Subject: Concepts

Date: 3/18/16

By: GUV

SEH #:

Checked by:

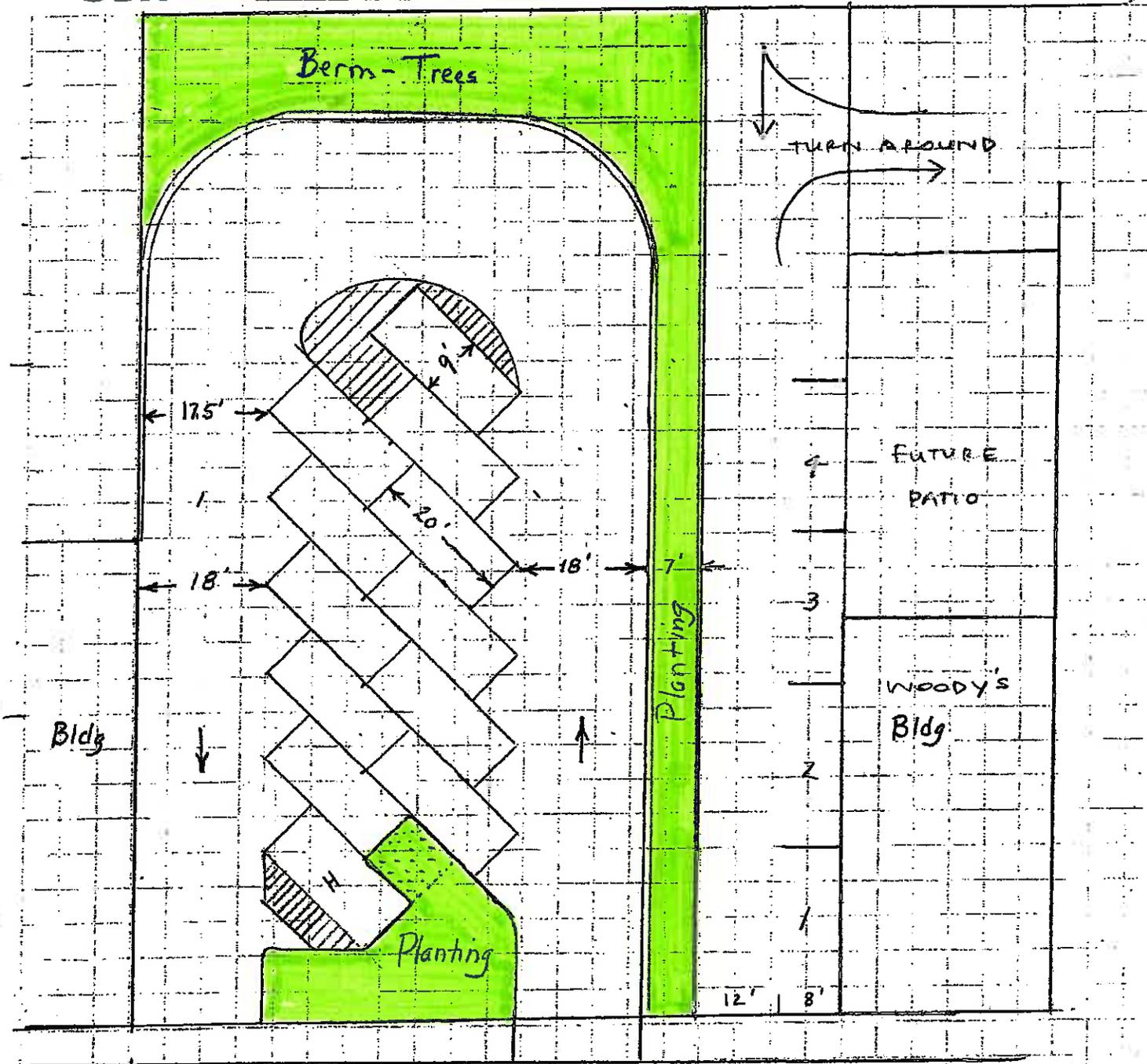
Date:

Office:

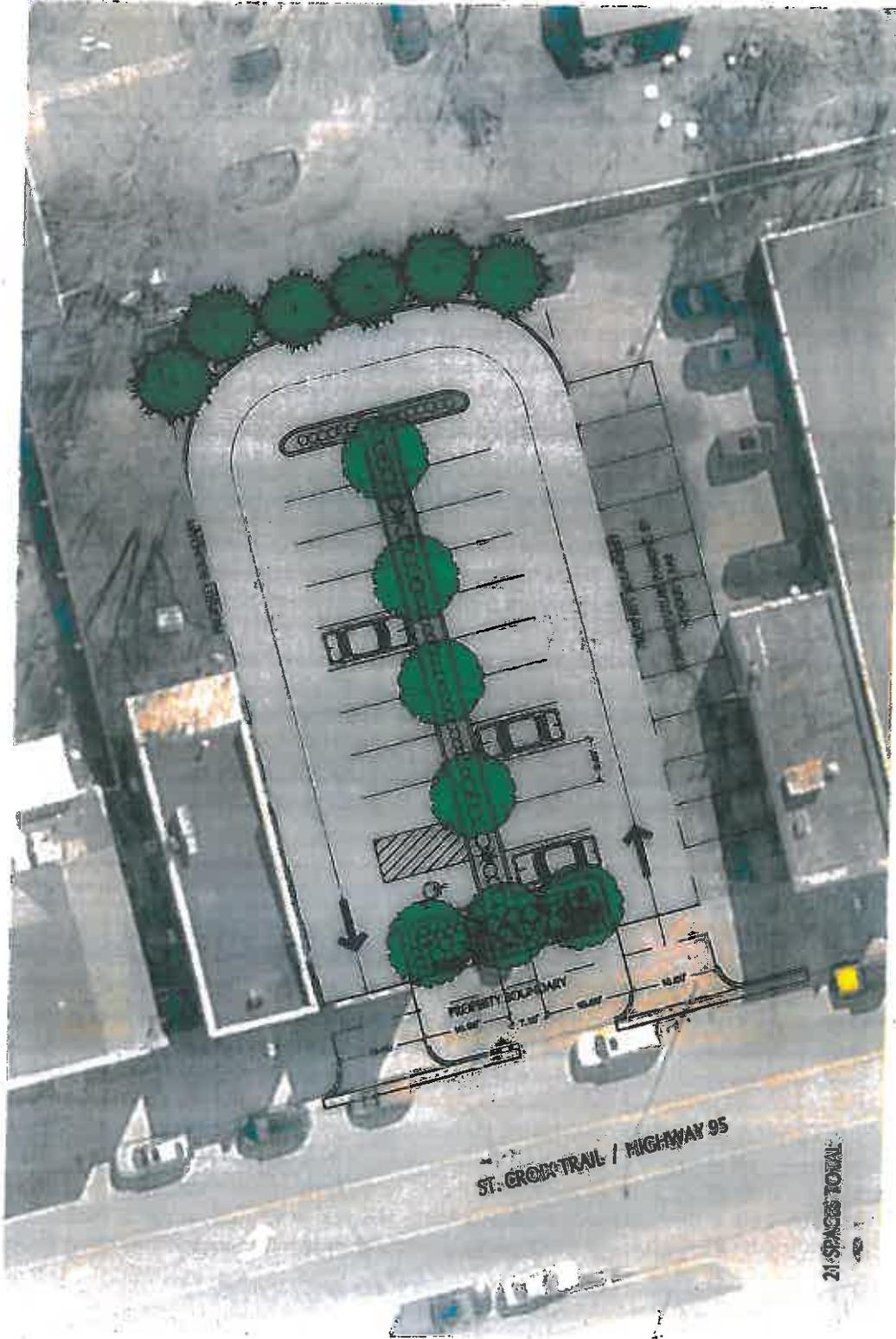
File #:

Sheet No:

Of:



← Highway 95



# BAYPORT MUNICIPAL PARKING

MARCH 30, 2015

# CONCEPT # 4



Project: Bayport Downtown Parking

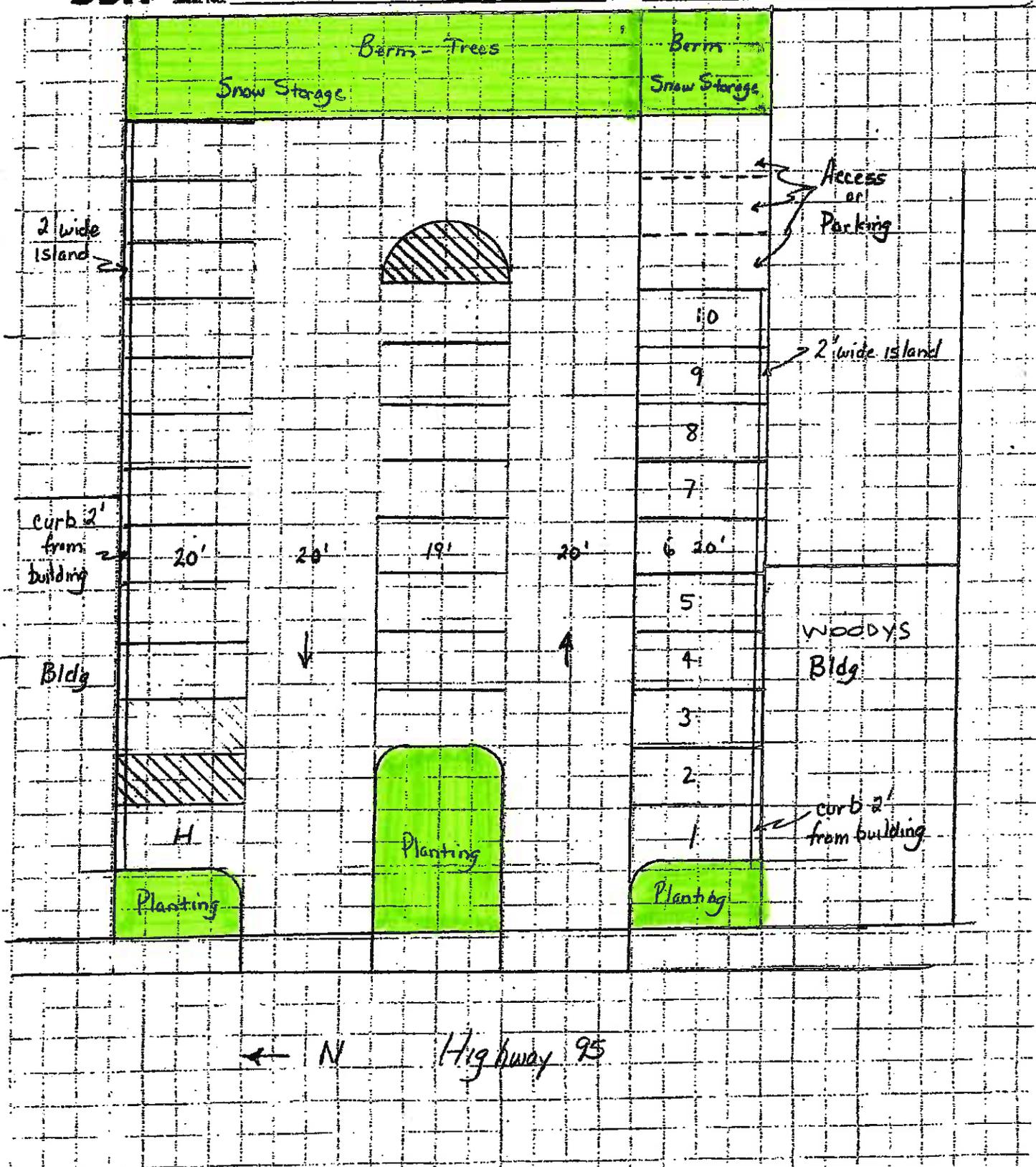
Subject: \_\_\_\_\_

Date: 3/17/16 By: GUV

SEH #: \_\_\_\_\_

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_ Office: \_\_\_\_\_ File #: \_\_\_\_\_

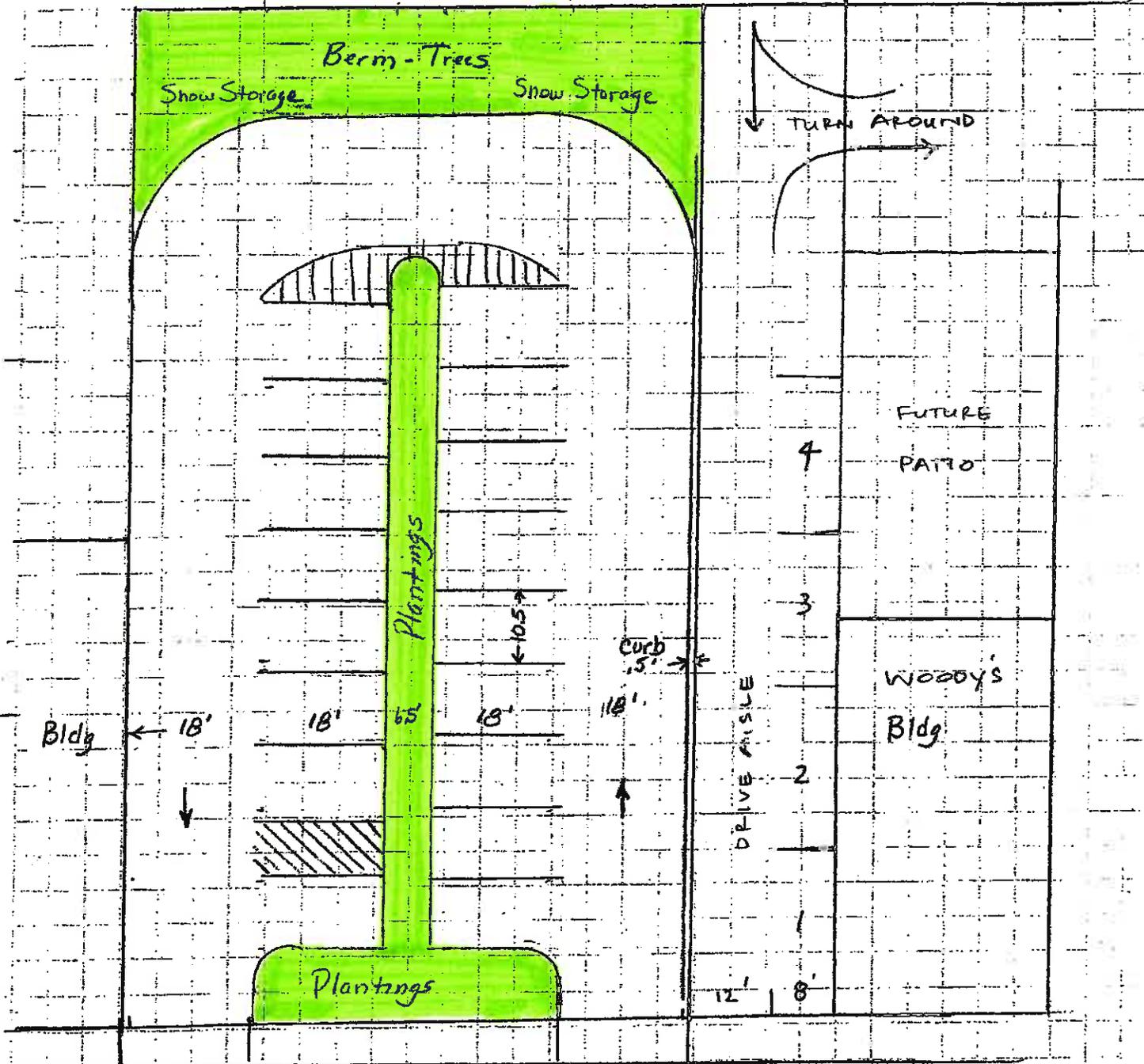
Sheet No: \_\_\_\_\_ OF \_\_\_\_\_



# CONCEPT # 5



Project: Bayport Downtown Parking  
Subject: Concepts  
Date: 3/16/16 By: GUV SEH #:  
Checked by: Date: Office: File #:  
Sheet No: Of:

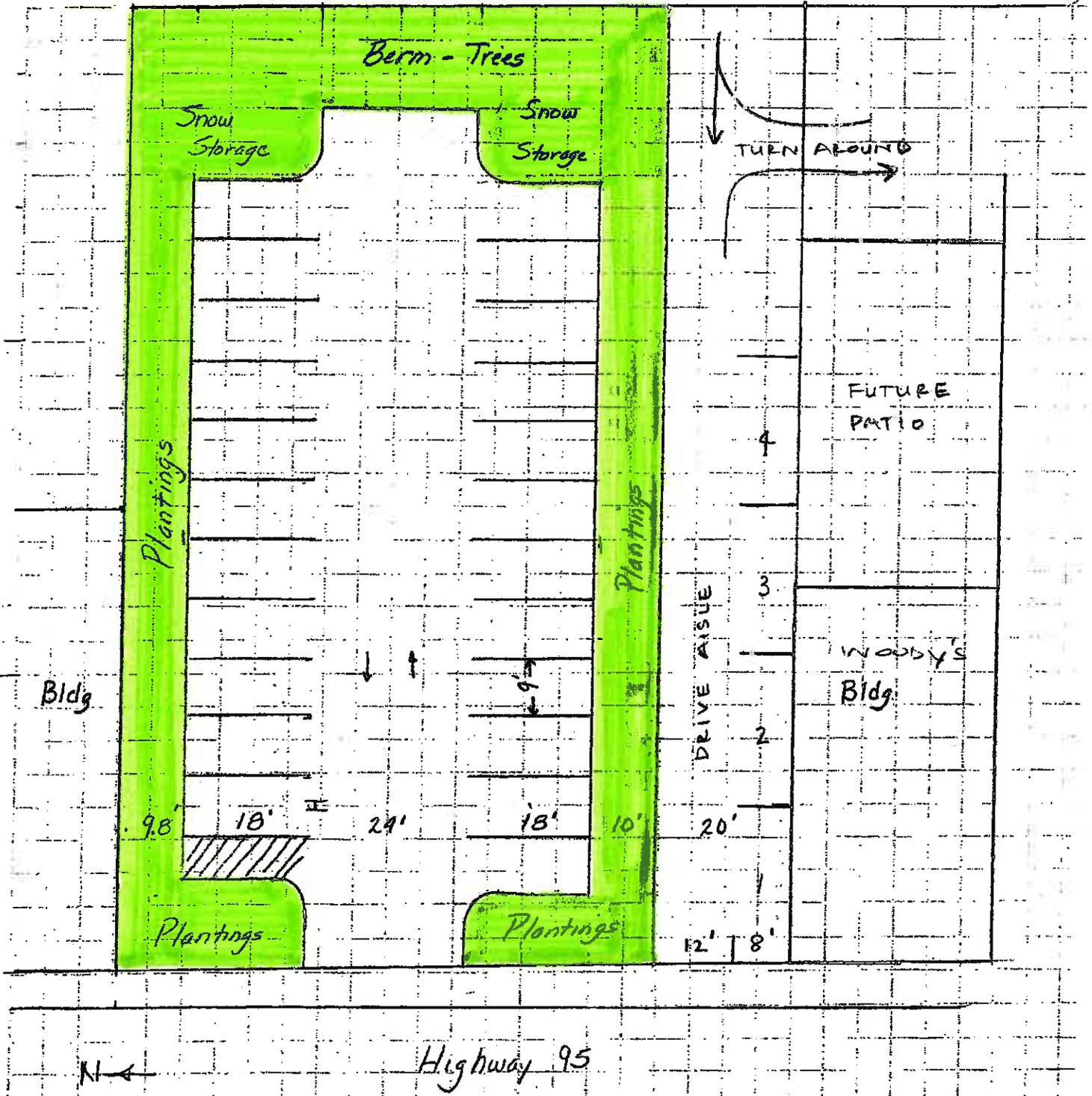


N ← Highway 95

# CONCEPT #6



Project: Bayport Downtown Parking  
Subject: Concepts  
Date: 3/16/16 By: GDW SEH #: \_\_\_\_\_  
Checked by: \_\_\_\_\_ Date: \_\_\_\_\_ Office: \_\_\_\_\_ File #: \_\_\_\_\_  
Sheet No: \_\_\_\_\_ Of \_\_\_\_\_





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

---

Date: March 28, 2016  
To: Mayor and City Council  
From: Logan Martin, City Administrator  
Subject: Consider authorization to initiate the hiring process and establish a salary grade for a Public Works Director/City Engineer position

### ***BACKGROUND***

Over the past 5 years, the city has been operating with three full-time employees in the Public Works Department, comprised of two Maintenance Worker positions and one Supervisor, with assistance from several part-time temporary/seasonal employees. Previously, this department consisted of as many as 5 full-time employees. Due to employee retirements and budget constraints, the city has held off on filling these full-time positions, and instead relied on a consulting city engineer, part-time city staff, and contractors to supplement workload and perform many Public Works related duties.

In recent succession planning discussions with the current Public Works Supervisor, it has become apparent that with the ongoing workload demands and potential for major upcoming infrastructure street/utility projects, it is not feasible to continue operating at current staffing levels. More importantly, the complexity of the operating systems and utility infrastructure that is overseen by the Public Works Department will require a higher level of education, experience, and advanced skill set over the coming years. As such, staff feels that the city would greatly benefit from restructuring the Public Works Department to include a full-time Director/City Engineer position at this time. This new position would be the department head, incorporating duties of the current Supervisor position, as well as many engineering related tasks currently provided by outside consulting firms. Although the city would see an increase in salary as compared to what would be required to replace the current Supervisor position, the city would significantly reduce consultant workload by completing many additional tasks "in-house", at an estimated annual savings of \$35,000-\$50,000. This reorganization would also increase staff efficiency and productivity on projects involving repair and maintenance of utilities and infrastructure, traffic control, grading, and engineering plan review.

The tentative succession plan would include retention of the current Public Works Supervisor for the next 1-2 years to perform ongoing workload, while also mentoring the new Director/ City Engineer in all Public Works Department related duties and street/utility infrastructure. Upon his retirement, the city would evaluate the structure of the department to determine staffing needs prior to filling any vacancies.

Funding for a mid-year hiring of this position was included in the 2016 Budget, and modifications would be made to future budgets to reduce allocations for consultant engineering services. Budget savings would then be allocated to offset this staff salary expense.

At this time, staff is requesting authorization to initiate the hiring process for a Public Works Director/City Engineer position at salary grade 12 (\$71,524 - \$101,387) as designated in the city's salary step schedule. If approved, staff intends to begin advertising the position immediately, with a new hire offered for Council approval in June.

### ***RECOMMENDATION***

Staff recommends that the City Council adopt a motion authorizing the initiation of a hiring process for a full-time Public Works Director/City Engineer within the established salary range.



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

---

Date: March 29, 2016

To: Mayor and City Council  
Logan Martin, City Administrator

From: Mel Horak, Public Works Supervisor

Re: **Consider accepting quotes for pump repair and maintenance work for municipal Well #2 and authorizing completion of the project**

Public Works is requesting authorization to proceed with the contracting of services for the routine inspection, maintenance, and repair of the Well #2 pump and electric motor assemblies.

#### ***Background***

Well #2 was upgraded with new equipment in 1995 and was last serviced in 2007. This type of service is typically done on a 5 to 7 year schedule. Public Works extended this interval due to the good condition of the pump and related appurtenances when last serviced.

Quotes were solicited and received from three well service contractors by the due date of March 22, 2016. Staff separated the quotes into two repair options: (1) rebuild the existing pump, and, (2) replace the existing pump. Staff will determine which option to pursue after the pump is removed from the well and disassembled for inspection, but work will remain under the not-to-exceed total. Based on the quotes for the two options shown below, Keys Well Drilling is the best value bidder.

<u>Company</u>	<u>Option 1</u>	<u>New Pump Alternate</u>	<u>Total Not-To- Exceed Price</u>
Bergerson-Caswell, Inc., Maple Plain, MN	\$15,980	\$6,100	\$22,080
Keys Well Drilling, St. Paul, MN	\$12,710	\$5,855	\$18,565
McCarthy Well Company, Shakopee, MN	\$14,616	\$3,618	\$18,234

#### ***Recommendation***

Staff recommends awarding the Well Pump #2 Maintenance Project to the best value bidder, Keys Well Drilling, St. Paul, Minnesota, in the not-to-exceed amount of \$18,565.00, and proceed with the servicing of Well Pump #2. Funding for this project will be obtained from Water Fund 601.



## **Bayport Fire Department**

**284 N. 3rd Street • Bayport, MN. 55003 • Hall (651) 276-4401 • Fax (651) 276-4482**

March 2016 Memo from the Chief;

**Call Volume:** Call volume was 100 through March 27<sup>th</sup>. We have implemented a duty tone for eight addresses in our coverage area. This allows the department to manage the high call volume growth we have seen over the last few years.

**New station:** The members are looking forward to hosting the Public Open House on April 30<sup>th</sup>.

**Department drills:** Quarterly Self Contain Breathing Apparatus (SCBA) drill, Personal Protective Equipment (PPE) review, and Hazardous Material Awareness annual review.

**Meetings:** Attended Washington County Fire Chiefs Association and reviewed changes implemented by Washington County Sherriff's dispatching procedures. Attended City Department Head meetings and Municipal Building Committee. Attended West Lakeland Township annual meeting. Attended Oak Park Heights City Council meeting.

**Fire inspections:** Ongoing.

**Safety tip:** With the arrival of spring, it is good time to make sure you have checked your smoke detectors and changed the batteries. The first Thursday of the month the countywide severe weather alert warning system is tested at 1:00 p.m. Make sure you have your severe weather plans and provisions ready for possible severe weather storms throughout the year.

**Allen Eisinger**  
**Fire Chief**



**Bayport Police Department**  
294 North 3<sup>rd</sup> Street  
Bayport, Minnesota 55003  
Phone: 651-275-4400  
Fax: 651-275-4411

Laura Eastman  
Chief of Police

Jay Jackson  
Sergeant

**Date:** March 28, 2016  
**To:** Mayor and City Council  
City Administrator Martin  
**From:** Police Chief Laura Eastman  
**Subject:** **Police Reports and Updates – April Meeting**

### **Past Events**

March 7: Swearing in of Part-time Officer Cameron – Mayor St. Ores  
March 26: Easter Egg Hunt/Barker's Alps Park – Reserves & Officer on Duty  
March 31: Use of Force/Defensive Tactics mandatory training – All Officers

### **Upcoming Events**

April 22: Andersen Elementary "Razzle Dazzle" Carnival – Reserves and Officer on Duty

### **February Call Load (continued)**

21 – 31: School crossing, medical L1, ID theft report, public assist, lock out, harassment, city ordinance violation, unruly male, out of control male, squad issue, w/w/ POI, equipment, school crossing, emergency ex-parte order, w/w speed, found property, speed 62/40, w/w speed/FDCR, w/w speed, speed 64/40, w/w speed, AOA/business check, DAS, medical L1, animal issue, school crosswalk, w/w speed, suspicious activity/road rage, w/w equipment violation, domestic, school crossing, report request, w/w speed, brush fire, crosswalks, additional patrols, found property, medical L1, school crossing, found property, officer questions, w/w speed x2, w/w speed/FDCR, w/w speed x2, no proof of insurance, driving after suspension, driving after cancellation, w/w speed x 3, driving after suspension, w/w window tint, officer information, DAS speed 59/40, NPI, w/w speed, speed 56/40, suspicious vehicle/small amount of MJ, medical L1, NO mndl, s/s speed fail to display current reg. w/w speed x4, w/w window tint/equipment violation, property theft report, w/w speed x 2, parking complaint, w/w speed x 3, speed 59/40, parking complaint, kw/w speed, w/w expired reg., susp. vehicle, school crosswalk, assist to city hall, HRO ex-parte order, AOA/msp, AOA/roll over.

### **March Call Load**

01 – Medical L1, extra patrols, school crosswalk, w/w speed x2, lost dog/reunited, cross walks, credit card fraud/ID theft.  
02 – Speed 56/40, NPI, speed 58/40, w/w headphones, w/w stop sign violation, w/w speed, speed 65/40, id theft, vac./vacant bldg., Council packets, crosswalks, GM no ins., DWI/hit and run/no ins., w/w speed, Medical 1, school crossing, medical 1, school crossing, lockout.

- 03 – Extra patrols, crosswalks, speed 59/40, w/w speed, stop sign violation, w/w speed x 2, medical L1, w/w speed, GM cancel license, IRS impersonator, w/w speed, crosswalks, w/w speed, w/w speed/window tint, w/w speed, DAR/NPI, medical L1.
- 04 – Found bike, vacation check request, school crossing, medical L1, public assist, AOA/suicidal Male credit card fraud, suspicious male, vehicle lockout, parking complaint, medical L1, vehicle lockout, poss. Break in, speed 77/55, w/w speed, No insurance/w/w speed, w/w equipment violation, NPI.
- 05 – Commercial burg alarm, w/w equipment violation, No Proof Ins.
- 06 – poss. tobacco, /poss. use of drugs, minor consumption, AOA/dk males, medical L1, order violation questions.
- 07 – OFP info. School crossing, DANCO order, permit to purchase x2, wedding event info., medical L1, school crossing, public assist.
- 08 – Civil issue/vacation extra patrol, medical 1, off. Info. DOC complaint, speed 51/40, w/w passing on right, w/w speed, w/w crosswalk, w/w speed w/w equipment, NPI, warrant arrest, GM no ins.,
- 09 – School crossing, civil assist, officer information, IRS scam, extra patrol, w/w speed, AOA/traffic.
- 10 – Medical L1, school crossing, no contact order, property damage, city ordinance questions, extra patrol, w/w speed, found cell phone, w/w speed, no POI.
- 11 – Warrant arrest, ordinance complaint x 2, reserve officer background, school crossing, parking complaint, solicitation w/out a permit, w/w speed x 2, ord. questions, driving after revocation.
- 12 – AOA/domestic, w/w speed x 2, DAS/No POI, w/w speed, trespass/unauth. Use of motor vehicle, w/w no brake lights/fail to use signal, burg. Alarm, speed 62/30, dog bite report, medical L3.
- 13 – DAS/no POI, altercation, domestic, medical L1, w/w/ handicap parking, solicitor complaint, 911 hang up, suspicious activity.
- 14 – train complaint, assist to city hall, IRS fraud, medical L2, dog complaint, 911 abandoned call, vehicle lockout, w/w speed, expired DL/w/w equipment violation, no POI.
- 15 – Crime prevention, w/w speed, lost cat, school crossing, IRS scam, driving complaint, medical L3.
- 16 – School crossing, city ordinance violation(s), officer info. Trespass, warrant, speed 50/40, alarm sounding, suspicious vehicle.
- 17 – Speed 60/40, school crossing, bus parking complaint, MAARC report/info only, parking violation, tree on house, found property, hit and run, exp. Registration, open bottle, drug para.
- 18 – speed 57/40, 4<sup>th</sup> degree dui, 3<sup>rd</sup> degree test refusal, medical L1, school crossing, fraud/theft report, cat complaint, scam/fraud investigation, property damage accident.
- 19 – AOA/susp. activity, car fire/DAR/ no insurance, w/w speed, w/w speed, 3<sup>rd</sup> degree test refusal/speed 62/40.
- 20 – w/w window tint, alarm, unregistered vehicle/no POI, w/w seatbelt, DAC, w/w window tint, DAR, possession of MJ/no POI, AOA threats.
- 21 – Disturbance, w/w speed, aoa/audible alarm, medical L1, w/w speed.
- 22 – DUI/3rd degree, welfare check, domestic/AOA, public assist/property retrieval/drug info.
- 23 - 31 NA

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





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

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Date: March 29, 2016

To: Mayor and City Council  
Logan Martin, City Administrator

From: Mel Horak, Public Works Supervisor

**Re: Public Works Department Update – April City Council Meeting**

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

1. Read 939 water meters for 1<sup>st</sup> quarter 2016 utility billing
2. Finished annual street sweeper maintenance and started sweeping streets
3. Assisted with the air stripper chlorine system upgrade that is part of the Minnesota Pollution Control Agency raw water main project
4. Started yearly grounds equipment annual maintenance service
5. Completed ongoing maintenance and repairs to trucks and equipment.
6. Installed multiple new water meters, repaired numerous nonfunctioning water meters, and read numerous water meters for final utility billings
7. 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 will be flushing fire hydrants April 12-29, weather permitting. Residents may experience some water discoloration as a result of the flushing process. If you notice discolored water, let the water run until it clears up. If your problem persists, please call City Hall at 651-275-4404.

# Bayport Public Library

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

**Date:** March 28, 2016  
**To:** Mayor and City Council; Logan Martin, City Administrator  
**From:** Jill Smith, Bayport Public Library Director  
**Re:** Bayport Library Update

In March, the Library hosted two events with Community Thread – Bayport Senior Center. On Tuesday, March 15, we hosted the annual Easter Egg Roll, and 72 people attended. On Thursday, March 17, Brian Barnes presented an Irish music program to an audience of 25. We also showed the Peanuts movie over Spring Break and attracted an audience of 70. We celebrated *Once Upon a Reader* featuring *Ten Pigs: An Epic Bath Adventure* by Derek Anderson this month. We had three special storytimes with 38 participants, with pig ears, pig crafts and free books, and over 30 children so far have completed our Epic Ten Pigs scavenger hunt.

In April, the Library is participating in the Big Read in the St. Croix Valley featuring *The Grapes of Wrath* by John Steinbeck. The Library will host a touring play of the title presented by St. Croix Festival Theatre on Wednesday, April 18 at 7:00 pm.

We are busy planning for the summer reading program, and have an exciting array of performers booked. We will also have afternoon crafts, simple science experiments led by teen volunteers, and movies during June and July.

The Library staff is committed to providing Bayport residents access to high quality resources and assistance in finding information, and for providing a place for readers of all ages to find great books. Thank you for supporting our Library!



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**Date:** March 30, 2016

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

**From:** Sara Taylor, Assistant City Administrator/Planner

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

### **BAYPORT IN BLOOM GARDEN CONTEST**

The Washington County Master Gardeners are once again sponsoring the *Bayport In Bloom* Front Entry Garden Contest this summer. The focus of the contest is to exhibit appealing front entry gardens, which can be viewed from a public street or sidewalk. Judges will evaluate entries on curb appeal, design, and maintenance. Contest details and nomination forms will be available in May. City staff will be working with the Master Gardener to promote the contest via the city's newsletter, website, email notices, and bulletin boards. The City Council is encouraged to nominate property owners for consideration. Nominations will be due in early July. We look forward to recognizing property owners for their hard work and showcasing some beautiful gardens!

### **ST. CROIX RIVER ASSOCIATION SCHOLARSHIP AND ANNUAL SUMMIT**

I was very fortunate to receive a scholarship from the St. Croix River Association to attend their annual St. Croix Summit held at the University of Wisconsin – River Falls in mid March. The summit provides an opportunity to convene public and private agencies and promote their mission to protect, restore, and celebrate the St. Croix River and its watershed through collaboration and partnerships. A variety of speakers and topics were presented, highlighting current research and projects geared toward protecting and restoring the St. Croix River, and how climate change and development/land use are impacting these efforts. Breakout sessions focused specifically on principles and strategies that local government and staff can apply to our work, as well as education and outreach efforts on aquatic invasive species, pollinator habitat, “water trails” on the river, and sustainable growth management.

### **PLANNING COMMISSIONER ORIENTATION**

Later this month, Logan, City Attorney Andy Pratt, and I will conduct an orientation/training session for our two newest Planning Commissioners Coleen Siegfried and John Dahl. The session will cover an in-depth overview of the expectations, roles, and responsibilities of a commissioner, as well as meeting conduct, terms and definitions related to the city's zoning ordinances, types of land use applications, and the city's comprehensive plan. Their first meeting is tentatively scheduled for April 25 to review a conditional use permit application, followed by a joint Planning Commission and City Council workshop on May 2 to review draft ordinance amendments to incorporate Minimal Impact Design Standards (MIDS) for stormwater. We look forward to working with both Coleen and John and thank them for their willingness to serve!



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**Date:** March 28, 2016  
**To:** Honorable Mayor and City Council  
**From:** Logan Martin, City Administrator  
**Re:** Administration Department Update – April City Council meeting

### **FIRE HALL OPEN HOUSE DATES**

With the Fire Hall being up and fully operational for approximately one month, we are now prepared to begin opening the doors and showing this state-of-the-art facility to the public! A ribbon cutting event is set for Thursday, April 7; which is a chance for elected officials, city staff, and project team members to see the building and celebrate its successful completion. A public open house for all community members from our service region is set for Saturday, April 30 from 9am – 1pm. More information will be available about that event in the coming weeks, but be sure to mark your calendars!

### **PUBLIC WORKS SUCCESSION PLANNING**

As discussed separately during the April 4 meeting, we are eager to initiate the advertising and hiring process for the newly created Public Works Director / City Engineer position. Staff has been working diligently to craft a job description that fully encapsulates the responsibilities required for this position, and we are confident that the addition of this position will both increase the productivity and efficiency of the department, while also reducing overall expenditures. If approved, the position profile would be advertised immediately, with a candidate tentatively presented for Council approval at the June meeting.

### **DOWNTOWN REDEVELOPMENT PROJECTS**

The City's downtown corridors should see an active construction season this summer, as a number of projects are preliminarily planned for these areas. The redevelopment of the former Lyle's Grocery site is taking shape, and we expect to see its transformation into a nicely landscaped public parking lot this summer. Concurrently, some sidewalk improvements and beautification efforts along the 5<sup>th</sup> Avenue business corridor should occur this summer, which will make the area more user friendly and attractive.

### **UPCOMING MEETINGS AND EVENTS**

April 4	City Council workshop	5pm	City Hall
April 4	City Council meeting	6pm	City Hall
April 7	Fire Hall Ribbon Cutting	4:30pm	Fire Hall
April 30	Fire Hall Open House	9am – 1pm	Fire Hall
May 2	City Council meeting	6pm	City Hall
May 14	Bark for Life Event	9am – Noon	Barker's Alps