

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
December 5, 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 November recycling award recipient is Martin Koenning who will be awarded for his recycling efforts, with funding made possible by a grant from Washington County.
2. 5th Annual *Focus on Bayport* Photo Contest through December 15, 2016

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).*

CONSENT AGENDA

TAB #

Consider a resolution adopting items 1 through 16

- | | |
|--|--------|
| 1. November 7, 2016 City Council workshop meeting minutes | 1 |
| 2. November 7, 2016 City Council regular meeting minutes | 2 |
| 3. November payables and receipts (check numbers 007784-007890) | 3 |
| 4. November building, plumbing and mechanical permits report | 4 |
| 5. Special event application from Cub Scout Pack 113 for wreath sale at Village Green Park on November 19, 2016 | 5 |
| 6. Non-union employee holidays for 2017 | 6 |
| 7. Liquor and tobacco license renewals for 2017 | 7 |
| 8. Reappointment of Erin Crowder, Sara Wagner, and Linda Walters to the Library Board | 8 |
| 9. Reappointment of Coleen Siegfried to the Planning Commission | 9 |
| 10. Appointment of Assistant City Administrator Sara Taylor as Interim City Administrator effective January 2, 2017 | 10 |
| 11. Budgeted fund transfers for 2016 | 11 |
| 12. Donations for parts and labor for the new airboat to the Fire Department from David and Marcia Reamer, Cate's Fine Homes, and Bayport Transmission | 12 |
| 13. Donation of equipment to the Police Department from Julie Maidment | 13 |
| 14. Pay application #16, #17, and #18 from Kraus Anderson and subcontractors for Fire Hall construction | 14 |
| 15. Pay application #1 from Miller Excavating for parking lot improvement project | 15 |
| 16. Designate January 9, 2017 as the next regular meeting of the City Council | no tab |

TAB #

PUBLIC HEARINGS

1. Certification of past due waste collection to 2017 property taxes 16

PUBLIC INPUT [TRUTH IN TAXATION] ON 2017 CITY BUDGET AND LEVY

17

1. Discuss and consider a resolution adopting the 2017 tax levy
2. Discuss and consider a resolution adopting the 2017 budget
3. Discuss and consider a resolution adopting the 2017 capital improvement plan (CIP)

UNFINISHED BUSINESS

1. Consider amending Appendix D – Fee Schedule of the Bayport City Code of Ordinances and summary of ordinance for publication 18

NEW BUSINESS

1. Consider hiring a candidate for the Public Works Director position 19

CITY COUNCIL LIAISON REPORTS

STAFF/CITY ADMINISTRATOR REPORTS

20

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 DECEMBER 5, 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 5th day of December 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 1-16 FROM THE
DECEMBER 5, 2016 CITY COUNCIL AGENDA**

1. November 7, 2016 City Council workshop meeting minutes
2. November 7, 2016 City Council regular meeting minutes
3. November payables and receipts (check numbers 007784-007890)
4. November building, plumbing and mechanical permits report
5. Special event application from Cub Scout Pack 113 for wreath sale at Village Green Park on November 19, 2016
6. Non-union employee holidays for 2017
7. Liquor and tobacco license renewals for 2017
8. Reappointment of Erin Crowder, Sara Wagner, and Linda Walters to the Library Board
9. Reappointment of Coleen Siegfried to the Planning Commission
10. Appointment of Assistant City Administrator Sara Taylor as Interim City Administrator effective January 2, 2017
11. Budgeted fund transfers for 2016
12. Donations for parts and labor for the new airboat to the Fire Department from David and Marcia Reamer, Cate's Fine Homes, and Bayport Transmission
13. Donation of equipment to the Police Department from Julie Maidment
14. Pay application #16, #17, and #18 from Kraus Anderson and subcontractors for Fire Hall construction
15. Pay application #1 from Miller Excavating for parking lot improvement project
16. Designate January 9, 2017 as the next regular meeting of the City Council

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

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

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, this 5th day of December 2016.

ATTEST:

Logan Martin, City Administrator

Susan St. Ores, Mayor

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

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

BUSINESS

DISCUSS POTENTIAL PLAYGROUND EQUIPMENT UPGRADES AT CITY PARKS

Administrator Martin reviewed a design and cost estimate for new playground equipment at Barker's Alps Park. The City Council expressed overall support for the design, noting it seemed to provide a good quantity and assortment of equipment for the cost. Discussion followed on the replacement of the aging wood equipment in Lakeside Park, as well as supplementing the existing equipment at Perro Park. The consensus was to reconvene a workshop in the near future to review the master plans for each city park and prioritize projects for 2017.

DISCUSS A SPECIAL CITY COUNCIL MEETING TO CANVASS THE RESULTS OF THE GENERAL ELECTION

Administrator Martin noted that the city is required to canvass the results of the General Election to be held on Tuesday, November 8, 2016. Following discussion, it was suggested to hold a special City Council meeting on Tuesday, November 15, 2016 at 4:30 p.m.

CLOSED SESSION

DISCUSS LAND APPRAISALS FOR A POTENTIAL PROJECT FOR WASHINGTON COUNTY'S LAND AND WATER LEGACY PROGRAM

City Attorney Andy Pratt stated that pursuant to Minnesota Statutes, Section 13D.05, Subdivision 3(c)(2), the City Council shall move into closed session to discuss the parcel appraisals involved with a potential project for Washington County's Land and Water Legacy Program (LWLP). City Attorney Pratt identified the parcels to be discussed pursuant to the non-public appraisal data under Minnesota Statutes, Section 13.44, Subdivision 3.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to open the closed session.

City Attorney Pratt again identified the parcels to be discussed in the closed session. The City Council reviewed the non-public appraisal data for each parcel, and discussed the feasibility of the potential LWLP project thereon.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn the closed session.

The consensus of the City Council was to continue discussions with Washington County staff and other partners on a potential project. Specific items to be researched further include whether it may be feasible to relocate the boat launch, obtaining a cost estimate for demolition of the existing structures, and defining what improvements would fit within the scope of the LWLP, such as a boat trailer parking area, picnic shelter, restrooms, trail system, etc.

ADJOURNMENT

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

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
NOVEMBER 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 November 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 Hanson and seconded by Councilmember Goldston to approve the November 7, 2016 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The October recycling award recipient is Jim Reiter who will be awarded for his recycling efforts, with funding made possible by a grant from Washington County.
2. The General Election is Tuesday, November 8. All Bayport residents vote at City Hall.
3. Residents were encouraged to submit photos for the 5th Annual *Focus on Bayport* Photo Contest that runs through December 15.
4. The Public Works Department will be flushing fire hydrants November 8-18, weather dependent.
5. Mayor St. Ores thanked Deputy Mayor Carlson for chairing last month's City Council meeting while she was on a sabbatical in Africa, as part of a marketing outreach program offered by her employer.

ENGINEERING UPDATE

Mayor St. Ores called on City Engineer Parotti to provide an update on the new municipal parking lot currently under construction. He reviewed delays with the parking lot project, including the discovery of a stairwell/wooden door and coal chute under the sidewalk near Not Justa Café and resultant engineering work needed to safely resolve this issue prior to re-installing the sidewalk. The majority of the concrete was poured today, which will allow the project to move quickly toward completion. Staff recognized the impact the project is having on the adjacent businesses and thanked the owners and patrons for their patience and cooperation.

He also provided an update on the infrastructure improvement project. Engineering staff have been working closely with the Public Works department to identify major drainage concerns throughout the city that will impact the scope of the improvement projects. The city's streets are in fairly good condition based on a pavement study conducted in the past; however, he reported the majority of the city's water mains are undersized (4 inch). The current standard is 8-inch pipe. Staff will be convening a City Council workshop to discuss a capital improvement program scope and budget to be completed over the next several years. Mayor St. Ores noted the importance of the city budgeting for these significant capital improvements, as well as residents and businesses being aware of potential

assessments to their property. Concurrent with the long-term project, staff would like to complete a drainage improvement project in 2017 for an area identified with high priority drainage issues.

OPEN FORUM

CONSENT AGENDA

Mayor St. Ores read items 1-6 on the consent agenda.

Councilmember Goldston introduced the following resolution and moved its adoption:

Resolution 16-14

RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-6 FROM THE NOVEMBER 7, 2016 CITY COUNCIL AGENDA

1. October 3, 2016 City Council meeting minutes
2. October payables and receipts (check numbers 007660-007783)
3. October building, plumbing and mechanical permits report
4. Snow removal agreement with MnDOT for Trunk Highway 95
5. Renewal of employee health and dental insurance policies
6. Donation of \$500 from Loren Kalal for purchase of two trees in Hazelwood Cemetery

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

Susan St. Ores – aye
Connie Carlson – aye

Dan Goldston – aye
Michele Hanson – aye

Patrick McGann – aye

PUBLIC HEARINGS

UNFINISHED BUSINESS

NEW BUSINESS

Presentation by Julie Pangallo on the St. Croix Sculpture Tour project: Julie Pangallo of ArtFarm, LLC, presented an opportunity for the city to participate in an outdoor public art tour of original sculptures that would be on display next year as part of the River City Sculpture Tour. For 2016, tour participants are Stillwater and Hastings, Minnesota and Prescott, Wisconsin, with the long-term goal of extending the tour from St. Croix Falls to LaCrosse, Wisconsin. She explained how the tour functions and noted sculptures would be placed throughout Bayport for a year and would draw visitors to the city. The program is funded by sponsorships for the permanent sculpture pedestals and awards, and tour staff would reach out to potential Bayport sponsors. The tour would like to have a minimum of three sculptures in Bayport. The city is asked to insure the sculptures under its liability and property policy, at an estimated cost of less than \$100, and to provide the pedestals. Administrator Martin recommended participating in the tour, citing the benefits to the city's economic development and tourism efforts. Councilmembers voiced their support for participation in the River City Sculpture Tour and directed staff to coordinate with the tour organizers.

Consider an amendment to Appendix D – Fee Schedule of the Bayport City Code of Ordinances:

Administrator Martin said staff prepared a first draft of the 2017 reorganized fee schedule for discussion and noted the final fee schedule would be adopted at the December meeting, when recommended building department fees would be available. He highlighted proposed changes to cemetery, parks and zoning fees. A new daily fee has been added for groups up to 250 people wanting to rent open park spaces in conjunction with a special event application. A non-resident annual boat

trailer parking permit fee is proposed for parking in the designated areas in Lakeside Park. Mayor St. Ores voiced concern that the city's park rental fees do not cover the costs required to maintain and repair park grounds and amenities. Prior to final adoption of the fee schedule, staff was directed to review fees and costs, especially non-resident fees, to assure the city minimally breaks even on park reservations. Councilmember Hanson inquired whether the kitchen area in the beach house could be accessible for rentals. Administrator Martin said staff has discussed opening up the concessions area to nonprofit groups for potential fundraising opportunities, but use of the kitchen is currently not part of a beach house reservation. Councilmembers were asked to follow up with staff with additional questions and/or comments, prior to finalizing the fee schedule at the December meeting.

Update on the recruitment and hiring process for the new Public Works Director: Administrator Martin said the Public Works Director position was advertised at the end of October, with an application deadline of November 15. To date, the city has received 8-10 applications and he is pleased with the caliber of the applicant pool. Staff is hopeful a new director can be hired by the end of 2016. He noted the job description was revised after the unsuccessful attempt to hire a combination Public Works Director/City Engineer earlier this year. Of note, the engineering requirements/licensure were removed and the salary was reduced to Grade 10.

Consider an amendment to Chapter 58 - Utilities of the Bayport City Code of Ordinances related to septic system regulations: Administrator Martin reported the city was notified by the Washington County Department of Public Health that changes were needed to its contract to administer the city's Subsurface Sewage Treatment System (SSTS) program that allows Washington County to inspect and permit septic systems. The contract expires at the end of 2016, and a review of the city's septic system ordinance by the County Attorney revealed the ordinance no longer meets county code and the requirements of MN Statute 115.55. Although Bayport's ordinance references adoption of the Washington County code for its SSTS program, the County Attorney advised the city remove all mention of county code from its ordinance. The simplest way to meet state and county requirements is to repeal the city's SSTS ordinance, at which point Washington County will perform the SSTS program in Bayport under its statutory mandate, and future septic system inspection/permit issues will automatically default to county regulations. Staff recommended adoption of the proposed ordinance.

Councilmember Carlson introduced the following ordinance and summary for publication and moved its adoption:

ORDINANCE #854

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

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

Susan St. Ores – aye
Connie Carlson – aye

Dan Goldston – aye
Michele Hanson – aye

Patrick McGann – aye

COUNCIL LIAISON REPORTS

Councilmember McGann said the Planning Commission will be meeting in December. He reported on an Emergency Management Training for Elected Officials session he attended on October 13 and said it provided a good overview for elected officials and staff.

Councilmember Carlson was unable to attend the October 18 Library Board meeting; however, she thanked Library Director Jill Smith and staff for putting on the annual Spooky Basement that was attended by 140 people. She also thanked the Fire and Police Departments for hosting the Public Safety Open House on Halloween.

Mayor St. Ores attended the 100th Anniversary Celebration for People's Congregational Church and congratulated the members on this memorable milestone. She reminded residents that the annual Lighting of the Green is scheduled for the evening of Wednesday, December 7, at Village Green Park, with additional activities at the library.

Councilmember Hanson reported the Central St. Croix Valley Joint Cable Commission is meeting tonight and she will provide an update at the next meeting.

Councilmember Goldston attended the October 13 Middle St. Croix Watershed Management Organization meeting where implementation and maintenance of rain gardens was reviewed.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Eisinger reported the department responded to 107 calls in October, including delivery of a newborn baby. Twelve firefighters were recently trained on operation of the new airboat during an exercise on the St. Croix River. He reviewed special activities related to fire prevention month and said the Public Safety Open House at the new Fire Hall was well received. The department will be providing Santa Claus with his annual ride through Bayport on Friday morning, November 25 and reviewed the route through the city. Residents were encouraged to check the date on smoke and carbon monoxide detectors and replace if more than five years old.

Police Chief Eastman reviewed her written report and noted the department's Facebook page includes photographs from recent Halloween events, as well as safety tips and city information. She recently attended a constructive "think tank" session with stakeholders in the Stillwater School District and has been recertified as the department's use of force/self-defense instructor. The department will be sponsoring the annual Toys for Tots collection drive in December, with drop-off boxes located at various locations throughout the city. She reviewed the items purchased as part of an OSHA safety grant, including enhancements to the security cameras and upgrades to the Council Chambers. Items purchased from a grant from the Fred C. and Katherine B. Andersen Foundation include new pedestrian yield signs and a trailered speed monitoring sign that has the ability to collect data. Additionally, body worn cameras are currently being tested and City Council/community input will be solicited prior to a vendor being selected for this purchase.

Public Works Supervisor Horak reviewed his written report and reminded residents that leaves and other yard debris should not be deposited on city streets, drainage ditches or in Perro Creek.

Administrator Martin reported Assistant City Administrator Taylor submitted a grant to the Metropolitan Council for assistance in completing the mandated 2040 Comprehensive Land Use Plan update, and the city received a grant of \$32,000 for this update that requires extensive consultant input. The city continues to pursue the acquisition of open space near the St. Croix River for long-term protection and conservation, through the Washington County Land and Water Legacy Program. Residents were encouraged to submit photos for the 5th annual *Focus on Bayport* Photo Contest through December 15. Administrator Martin reviewed his involvement with the Washington County Economic Development work group and noted city staff continue to explore options for re-use of the former Fire Hall building.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Polls will be open tomorrow, November 8, from 7:00 a.m. to 8:00 p.m., for voting in the General Election. Voting takes place at City Hall.
2. Loren Kalal was thanked for the donation of trees to Hazelwood Cemetery

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn the meeting at 7:35 p.m. Motion carried 5-0.

City Administrator/Clerk

CITY OF BAYPORT

***Budget Control Summary**

Current Period: NOVEMBER 2016

Account Descr	2016 Cumulative Budget	2016 Cumulative Actuals	2016 Cumulative Variance	2016 % Variance
FUND 101 GENERAL				
Revenue Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$1,920,019.00	\$1,031,852.91	\$888,166.09	46.26%
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41240 RECYCLING	\$6,000.00	\$6,520.00	-\$520.00	-8.67%
DEPT 41600 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41602 CURB & SIDEWALK PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$104,000.00	\$107,920.77	-\$3,920.77	-3.77%
DEPT 41940 MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42000 PUBLIC SAFE CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42100 POLICE	\$94,900.00	\$65,520.78	\$29,379.22	30.96%
DEPT 42200 FIRE PROTECTION	\$434,242.00	\$217,883.07	\$216,358.93	49.82%
DEPT 42201 FIRE STATION	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 STREET MAINT	\$7,000.00	\$1,552.50	\$5,447.50	77.82%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43141 STILLWATER SCH - BUS FACILI	\$0.00	\$5,500.00	-\$5,500.00	0.00%
DEPT 43200 PARKS	\$32,150.00	\$38,355.90	-\$6,205.90	-19.30%
DEPT 43201 PERRO PARK PROJECT/PLAN	\$0.00	\$3,500.00	-\$3,500.00	0.00%
DEPT 43300 CEMETERY	\$12,000.00	\$12,443.00	-\$443.00	-3.69%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
Total Revenue Accounts	\$2,610,311.00	\$1,491,048.93	\$1,119,262.07	42.88%
Expenditure Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41100 ELECTIONS	\$4,500.00	\$4,175.91	\$324.09	7.20%
DEPT 41200 MAYOR & COUNCIL	\$154,601.00	\$150,334.08	\$4,266.92	2.76%
DEPT 41240 RECYCLING	\$6,895.00	\$3,114.66	\$3,780.34	54.83%
DEPT 41400 ADMINISTRATION	\$161,041.00	\$79,394.64	\$81,646.36	50.70%
DEPT 41910 PLANNING & ZONING	\$252,853.00	\$153,148.15	\$99,704.85	39.43%
DEPT 41940 MUNICIPAL BUILDINGS	\$50,131.00	\$51,577.02	-\$1,446.02	-2.88%
DEPT 42100 POLICE	\$817,428.00	\$406,489.09	\$410,938.91	50.27%
DEPT 42200 FIRE PROTECTION	\$506,185.00	\$227,926.79	\$278,258.21	54.97%
DEPT 42201 FIRE STATION	\$0.00	\$55,398.22	-\$55,398.22	0.00%
DEPT 43100 STREET MAINT	\$312,784.00	\$114,666.34	\$198,117.66	63.34%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43135 56TH ST & PICKETT AVE TRAIL	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43140 HAYNER/2ND ST. S UTILITY PR	\$0.00	\$433.85	-\$433.85	0.00%
DEPT 43141 STILLWATER SCH - BUS FACILI	\$0.00	\$1,079.37	-\$1,079.37	0.00%
DEPT 43160 STREET LIGHTING	\$31,750.00	\$23,584.10	\$8,165.90	25.72%
DEPT 43200 PARKS	\$65,126.00	\$55,154.67	\$9,971.33	15.31%
DEPT 43300 CEMETERY	\$7,475.00	\$2,667.22	\$4,807.78	64.32%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
Total Expenditure Accounts	\$2,370,769.00	\$1,329,144.11	\$1,041,624.89	43.94%

LM

CITY OF BAYPORT

11/30/16 10:45 AM

*Fund Summary -
Budget to Actual©

Page 1

NOVEMBER 2016

	2016 YTD Budget	NOVEMBER MTD Amount	2016 YTD Amount	2016 YTD Balance	2016 % YTD Budget
FUND 101 GENERAL					
Revenue	\$2,610,311.00	\$63,220.39	\$1,491,048.93	\$1,119,262.07	57.12%
Expenditure	\$2,370,769.00	\$57,003.54	\$1,329,144.11	\$1,041,624.89	56.06%
		\$6,216.85	\$161,904.82		
FUND 102 STREET RECONSTRUCTION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 103 G O TIF BD FUND 1990 CAP PROJ					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$480.00	-\$480.00	0.00%
		\$0.00	-\$480.00		
FUND 106 TIF ECON DEV DIST 2					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1					
Revenue	\$0.00	\$0.00	\$22,520.93	-\$22,520.93	0.00%
Expenditure	\$0.00	\$0.00	\$20,268.84	-\$20,268.84	0.00%
		\$0.00	\$2,252.09		
FUND 200 FIRE EQUIPMENT REPLACEMENT FUN					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 201 D.A.R.E.					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 202 DRUG FORFEITURE					
Revenue	\$0.00	\$1,350.00	\$2,950.00	-\$2,950.00	0.00%
Expenditure	\$0.00	\$0.00	\$292.50	-\$292.50	0.00%
		\$1,350.00	\$2,657.50		
FUND 203 PUBLIC WORKS EQUIPMENT REPL					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 204 RECREATION CAP EQUIP & MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 205 TAX STABILIZATION FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

11/30/16 10:45 AM

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***Fund Summary -
Budget to Actual©**

NOVEMBER 2016

	2016 YTD Budget	NOVEMBER MTD Amount	2016 YTD Amount	2016 YTD Balance	2016 % YTD Budget
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 206 WATER/SEWER IMPROVEMENT FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 207 PARK IMPROVEMENT FUND					
Revenue	\$0.00	\$2,000.00	\$19,000.00	-\$19,000.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$2,000.00	\$19,000.00		
FUND 208 PRISON SEWER PROJECT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 209 DEVELOPER REIMBURSED PROJECTS					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 210 K-9 UNIT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 211 LIBRARY					
Revenue	\$295,800.00	\$45,781.82	\$251,129.84	\$44,670.16	84.90%
Expenditure	\$295,730.72	\$6,707.70	\$181,105.29	\$114,625.43	61.24%
		\$39,074.12	\$70,024.55		
FUND 300 ANDERSEN WINDOWS EQUIP GRANT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
Revenue	\$0.00	\$0.00	\$44,380.10	-\$44,380.10	0.00%
Expenditure	\$0.00	\$8,380.55	\$450,186.60	-\$450,186.60	0.00%
		-\$8,380.55	-\$405,806.50		
FUND 306 DEBT GO BOND 2015A \$2,025,000					
Expenditure	\$0.00	\$0.00	\$25,156.25	-\$25,156.25	0.00%
		\$0.00	-\$25,156.25		
FUND 311 GO IMPROV BONDS OF 1992 DEBT S					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 400 NEW FIRE STATION					

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*Fund Summary -
Budget to Actual©

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NOVEMBER 2016

	2016 YTD Budget	NOVEMBER MTD Amount	2016 YTD Amount	2016 YTD Balance	2016 % YTD Budget
Revenue	\$0.00	\$66,092.85	\$218,716.85	-\$218,716.85	0.00%
Expenditure	\$0.00	\$2,468.26	\$1,469,696.16	-\$1,469,696.16	0.00%
		\$63,624.59	-\$1,250,979.31		
FUND 412 CEMETERY CAPITAL IMPROV					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 413 POLICE EQUIPMENT FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 414 OFFICE AUTOMATION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 415 MUNICIPAL BLDGS MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 416 PERRO CREEK OUTLET					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 601 WATER					
Revenue	\$359,250.00	\$6,655.43	\$41,713.47	\$317,536.53	11.61%
Expenditure	\$526,458.00	\$5,778.64	\$265,047.73	\$261,410.27	50.35%
		\$876.79	-\$223,334.26		
FUND 602 SEWER					
Revenue	\$640,000.00	\$1,600.00	\$9,556.94	\$630,443.06	1.49%
Expenditure	\$337,012.00	\$35,129.01	\$538,483.47	-\$201,471.47	159.78%
		-\$33,529.01	-\$528,926.53		
FUND 800 INVESTMENTS-POOLED					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 803 P & Z ESCROWS					
Revenue	\$0.00	\$500.00	\$9,903.47	-\$9,903.47	0.00%
Expenditure	\$0.00	\$1,020.82	\$10,922.47	-\$10,922.47	0.00%
		-\$520.82	-\$1,019.00		
FUND 851 NON EXP TRUST					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

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***Fund Summary -
Budget to Actual©**

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NOVEMBER 2016

	2016 YTD Budget	NOVEMBER MTD Amount	2016 YTD Amount	2016 YTD Balance	2016 % YTD Budget
		\$0.00	\$0.00		
Report Total		\$70,711.97	-\$2,179,862.89		

CITY OF BAYPORT
REVENUE SUMMARY YTD THRU 11/30/2016

FUND	FUND Descr	2016 Budget	2016 YTD Amt	2016 % of Budget	2016 % of Budget Remain
FUND 101	GENERAL	\$2,610,311.00	\$1,491,048.93	57.12%	42.88%
FUND 102	STREET RECONSTRUCTION	\$0.00	\$0.00	0.00%	0.00%
FUND 103	G O TIF BD FUND 1990 CAP PRO	\$0.00	\$0.00	0.00%	0.00%
FUND 106	TIF ECON DEV DIST 2	\$0.00	\$0.00	0.00%	0.00%
FUND 107	TIF REDEVELOPMENT DISTRICT	\$0.00	\$22,520.93	0.00%	0.00%
FUND 200	FIRE EQUIPMENT REPLACEMENT	\$0.00	\$0.00	0.00%	0.00%
FUND 202	DRUG FORFEITURE	\$0.00	\$2,950.00	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	\$19,000.00	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	\$251,129.84	84.90%	15.10%
FUND 300	ANDERSEN WINDOWS EQUIP GR	\$0.00	\$0.00	0.00%	0.00%
FUND 303	GO TIF BOND 1990 DEBT SERVIC	\$0.00	\$44,380.10	0.00%	0.00%
FUND 400	NEW FIRE STATION	\$0.00	\$218,716.85	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	\$41,713.47	11.61%	88.39%
FUND 602	SEWER	\$640,000.00	\$9,556.94	1.49%	98.51%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
FUND 803	P & Z ESCROWS	\$0.00	\$9,903.47	0.00%	0.00%
FUND 851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$3,905,361.00	\$2,110,920.53	54.05%	45.95%

CITY OF BAYPORT
MONTHLY RECEIPTS

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Period Name: NOVEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 101 GENERAL					
101	11/14/16	\$63.00	6481	ADMINISTRATIVE FEES	R 101-00000-33100 ADMINIS
101	11/21/16	\$63.25	6491	ADMINISTRATIVE FEES Site Inspection &	R 101-00000-33100 ADMINIS
101	11/01/16	\$30.00	6450	ASSESSMENT SEARCH CK # 2891	R 101-00000-34105 USER FEE
101	11/03/16	\$10.27	6466	COPIES (\$0.25/PAGE) CASH - JACOB LAN	R 101-00000-34105 USER FEE
101	11/03/16	\$1.00	6468	NOTARY-NOT CITY BUSINESS CASH - DR.	R 101-00000-34105 USER FEE
101	11/10/16	\$30.00	6475	ASSESSMENT SEARCH CK # 2959	R 101-00000-34105 USER FEE
101	11/17/16	\$30.00	6489	ASSESSMENT SEARCH CK # 3025	R 101-00000-34105 USER FEE
101	11/14/16	\$2,485.00	6481	SAC	G 101-20102 S A C CHARGES
101	11/21/16	\$2,485.00	6491	SAC	G 101-20102 S A C CHARGES
101	11/07/16	\$1.00	6469	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	11/08/16	\$2.27	6472	BUILDING SURCHARGE JTR Roofing #162	G 101-20104 STATE SURCHA
101	11/09/16	\$1.00	6473	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	11/14/16	\$1.00	6474	PLUMBING SURCHARGE - RESIDENTIAL D	G 101-20104 STATE SURCHA
101	11/14/16	\$1.25	6478	BUILDING SURCHARGE Gerry's Fire & Saf	G 101-20104 STATE SURCHA
101	11/14/16	\$1.75	6480	BUILDING SURCHARGE Simplex Grinnell #	G 101-20104 STATE SURCHA
101	11/14/16	\$165.63	6481	BUILDING SURCHARGE Mattamy #3981	G 101-20104 STATE SURCHA
101	11/21/16	\$1.00	6487	PLUMBING SURCHARGE - RESIDENTIAL D	G 101-20104 STATE SURCHA
101	11/21/16	\$147.59	6491	BUILDING SURCHARGE Mattamy #3984	G 101-20104 STATE SURCHA
101	11/22/16	\$29.50	6493	BUILDING SURCHARGE Tom Fellegy & So	G 101-20104 STATE SURCHA
101	11/28/16	\$2.15	6494	BUILDING SURCHARGE J.G. Hause #7837	G 101-20104 STATE SURCHA
101	11/28/16	\$1.00	6495	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	11/28/16	\$1.00	6495	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	11/28/16	\$1.00	6500	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	11/03/16	\$0.73	6466	State Sales Tax CASH - JACOB LANGSTAF	G 101-20603 SALES TAX PAY
101	11/03/16	\$0.07	6468	State Sales Tax CASH - DR. EDLIN	G 101-20603 SALES TAX PAY
101	11/16/16	\$0.30	6484	State Sales Tax Valian #2514	G 101-20603 SALES TAX PAY
101	11/22/16	\$7.48	6492	State Sales Tax Shannon Jannssen	G 101-20603 SALES TAX PAY
101	11/29/16	\$0.12	6504	State Sales Tax cash -	G 101-20603 SALES TAX PAY
101	11/01/16	\$69.89	6456	HEALTH PARTNERS CK # 0048223459	G 101-27109 HEALTH PARTN
101	11/01/16	\$75.00	6456	HEALTH SAVING ACCT. CK # 0048223459	G 101-27122 H S A
101	11/07/16	\$50.00	6469	CONTRACTOR LICENSE - SPECIALTY Metr	R 101-41910-32100 BUSINES
101	11/03/16	\$25.00	6467	SIGN PERMIT - TEMPORARY CASH - JANE	R 101-41910-32200 NONBUSI
101	11/14/16	\$25.00	6479	SIGN PERMIT - TEMPORARY Carol Dusbab	R 101-41910-32200 NONBUSI
101	11/14/16	\$15.00	6482	SPECIAL EVENT APP - NONPROFIT/PUBLI	R 101-41910-32200 NONBUSI
101	11/16/16	\$25.00	6486	DRIVEWAY PERMIT Jeff Bird #3039	R 101-41910-32200 NONBUSI
101	11/08/16	\$118.00	6472	BUILDING PERMIT JTR Roofing #162166	R 101-41910-32210 BUILDIN
101	11/14/16	\$57.52	6478	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	11/14/16	\$88.50	6478	BUILDING PERMIT Gerry's Fire & Safety #	R 101-41910-32210 BUILDIN
101	11/14/16	\$103.25	6480	BUILDING PERMIT Simplex Grinnell #322	R 101-41910-32210 BUILDIN
101	11/14/16	\$67.11	6480	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	11/14/16	\$1,591.68	6481	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	11/14/16	\$2,448.75	6481	BUILDING PERMIT Mattamy #3981	R 101-41910-32210 BUILDIN
101	11/14/16	\$198.76	6481	SEDIMENT & EROSION CONTROL	R 101-41910-32210 BUILDIN
101	11/21/16	\$2,232.75	6491	BUILDING PERMIT Mattamy #3984	R 101-41910-32210 BUILDIN
101	11/21/16	\$1,451.28	6491	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	11/21/16	\$177.11	6491	SEDIMENT & EROSION CONTROL	R 101-41910-32210 BUILDIN
101	11/22/16	\$749.25	6493	BUILDING PERMIT Tom Fellegy & Son Cab	R 101-41910-32210 BUILDIN
101	11/22/16	\$487.01	6493	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	11/28/16	\$76.70	6494	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	11/28/16	\$118.00	6494	BUILDING PERMIT J.G. Hause #7837	R 101-41910-32210 BUILDIN
101	11/14/16	\$79.00	6474	PLUMBING PERMIT - RESIDENTIAL Derric	R 101-41910-32220 PLUMBIN
101	11/21/16	\$79.00	6487	PLUMBING PERMIT - RESIDENTIAL DERRI	R 101-41910-32220 PLUMBIN

**CITY OF BAYPORT
MONTHLY RECEIPTS**

Period Name: NOVEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	11/07/16	\$79.00	6469	MECHANICAL PERMIT - RESIDENTIAL	R 101-41910-32230 MECHANI
101	11/09/16	\$79.00	6473	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	11/28/16	\$79.00	6495	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	11/28/16	\$79.00	6495	MECHANICAL PERMIT - RESIDENTIAL Fire	R 101-41910-32230 MECHANI
101	11/28/16	\$79.00	6500	MECHANICAL PERMIT - RESIDENTIAL Met	R 101-41910-32230 MECHANI
101	11/08/16	\$500.00	6470	VACANT BUILDING REGISTRATION Pacific	R 101-41910-34100 P & Z PE
101	11/17/16	\$250.00	6490	P & Z PERMITS & VAR REQUESTS CK # 1	R 101-41910-34100 P & Z PE
101	11/17/16	\$300.00	6498	P & Z PERMITS & VAR REQUESTS CK # 3	R 101-41910-34100 P & Z PE
101	11/29/16	\$5,660.86	16937	SAFETY GRANT POLICE CAMERA'S	E 101-41940-420 R & M BLDG
101	11/16/16	\$4.25	6484	POLICE REPORTS Valian #2514	R 101-42100-34201 POLICE A
101	11/29/16	\$1.75	6504	POLICE REPORTS cash -	R 101-42100-34201 POLICE A
101	11/29/16	\$2,321.60	16935	TRAIL COURT OCT 2016	R 101-42100-35101 COURT FI
101	11/08/16	\$80.00	6463	ANIMAL CONTROL CK# 94317	R 101-42100-37000 MISCELL
101	11/30/16	\$2,500.00	16938	DNR FORESTRY/FIRE DEPT.	E 101-42200-202 UNIFORMS
101	11/10/16	\$165.33	6476	FIRE PROTECTION PERMITS CK # 60632	R 101-42200-32200 NONBUSI
101	11/14/16	\$75.00	6478	FIRE INSPECTION	R 101-42200-34101 FIRE INS
101	11/09/16	\$22,521.50	6464	FIRE SERVICE CONTRACT	R 101-42200-34202 FIRE CON
101	11/28/16	\$23,205.37	6497	FIRE SERVICE CONTRACT CK # 60692	R 101-42200-34202 FIRE CON
101	11/28/16	\$500.00	6501	FIRE DONATIONS Reamer #11873	R 101-42200-36232 DONATIO
101	11/28/16	\$500.00	6503	FIRE DONATIONS Cates Fine Homes #214	R 101-42200-36232 DONATIO
101	11/29/16	\$1,200.00	16936	FIREFIGHTER TRNG & ED REIMB	R 101-42200-36242 POST TR
101	11/29/16	\$104.40	16934	ADMIN SURPLUS AUCTION	R 101-42200-36245 FIRE DEP
101	11/17/16	\$500.00	6496	STILLWATER SCH - BUS FACILITY CK # 3	R 101-43141-36240 REFUNDS
101	11/22/16	\$105.00	6492	NATURE CENTER Shannon Jannssen	R 101-43200-34780 PARK FEE
101	11/09/16	\$206.62	6471	PARKS - EQUIPMENT REFUND & REIMBU	E 101-43200-412 REP & MAIN
FUND 101 GENER		\$77,068.60			
FUND 202 DRUG FORFEITURE					
202	11/30/16	\$1,350.00	16939	ADMIN SURPLUS AUCTION/POLICE DEPT	R 202-42102-36249 DRUG FO
FUND 202 DRUG		\$1,350.00			
FUND 206 WATER/SEWER IMPROVEMENT FUND					
206	11/29/16	\$118.50	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/17/16	\$59.25	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/17/16	\$31.24	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/30/16	\$50.86	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	11/10/16	\$14.83	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/30/16	\$39.10	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/10/16	\$10.80	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/30/16	\$90.60	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/10/16	\$287.90	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/10/16	\$88.72	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	11/10/16	\$55.30	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/29/16	\$14.94	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/29/16	\$16.14	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/10/16	\$169.35	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	11/29/16	\$21.90	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
FUND 206 WATE		\$1,069.43			
FUND 207 PARK IMPROVEMENT FUND					
207	11/14/16	\$1,000.00	6481	PARK DEDICATION	R 207-00000-34780 PARK FEE
207	11/21/16	\$1,000.00	6491	PARK DEDICATION	R 207-00000-34780 PARK FEE
FUND 207 PARK I		\$2,000.00			
FUND 211 LIBRARY					

CITY OF BAYPORT
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Period Name: NOVEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
211	11/16/16	\$30.98	6477	LIBRARY SERVICE CHARGE CK # 2265	R 211-45500-34760 LIBRARY
211	11/16/16	\$12.99	6477	LIBRARY SERVICE CHARGE CK # 9085	R 211-45500-34760 LIBRARY
211	11/16/16	\$100.00	6477	LIBRARY SERVICE CHARGE CASH	R 211-45500-34760 LIBRARY
211	11/16/16	\$20.00	6477	LIBRARY SERVICE CHARGE CK # 14306	R 211-45500-34760 LIBRARY
211	11/16/16	\$140.00	6488	LIBRARY RENT CK # 3045	R 211-45500-36220 RENTAL I
211	11/16/16	\$40.00	6488	LIBRARY RENT CK # 7101	R 211-45500-36220 RENTAL I
211	11/16/16	\$160.00	6488	LIBRARY RENT CK # 319679	R 211-45500-36220 RENTAL I
211	11/01/16	\$45,000.00	6454	LIBRARY GRANTS CK # 129137	R 211-45500-36233 GRANTS
211	11/16/16	\$217.85	6485	LIBRARY REFUNDS & REIMB. PROF FEES	R 211-45500-36240 REFUNDS
211	11/16/16	\$60.00	6485	LIBRARY REFUNDS & REIMB. PROF FEES	R 211-45500-36240 REFUNDS
FUND 211 LIBRA		\$45,781.82			
FUND 400 NEW FIRE STATION					
400	11/09/16	\$8,500.10	6464	FIRE DEPT. SHARE BOND REIMBURSEME	R 400-00000-39310 COMPETI
400	11/28/16	\$57,592.75	6497	FIRE DEPT. SHARE BOND REIMBURSEME	R 400-00000-39310 COMPETI
FUND 400 NEW F		\$66,092.85			
FUND 601 WATER					
601	11/29/16	\$302.20	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/10/16	\$294.35	0	UB Receipt Serv 2 WATER ONLY	G 601-14601 WATER BILLING
601	11/10/16	\$108.13	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/10/16	\$3,939.68	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/29/16	\$24.21	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/29/16	\$1,949.43	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/30/16	\$1,235.28	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/10/16	\$4.97	0	UB Receipt Serv Pen 2 WATER ONLY	G 601-14601 WATER BILLING
601	11/29/16	\$5.00	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/10/16	\$7.61	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/10/16	\$41.71	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/17/16	\$5.03	0	UB Receipt Serv Pen 2 WATER ONLY	G 601-14601 WATER BILLING
601	11/17/16	\$297.41	0	UB Receipt Serv 2 WATER ONLY	G 601-14601 WATER BILLING
601	11/10/16	\$546.84	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/17/16	\$14.43	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/17/16	\$829.61	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/10/16	\$1,372.19	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	11/30/16	\$27.13	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	11/14/16	\$1,200.00	6474	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	11/14/16	\$1,200.00	6481	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	11/21/16	\$1,200.00	6487	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	11/21/16	\$1,200.00	6491	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	11/14/16	\$350.00	6474	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	11/14/16	\$350.00	6481	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	11/21/16	\$350.00	6487	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	11/21/16	\$350.00	6491	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	11/10/16	\$5.00	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	11/10/16	\$5.85	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	11/10/16	\$4.97	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	11/29/16	\$150.00	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	11/17/16	\$7.66	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	11/30/16	\$281.95	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
ND 601 WATE		\$17,660.64			
FUND 602 SEWER					
602	11/29/16	\$5.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING

CITY OF BAYPORT
MONTHLY RECEIPTS

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Period Name: NOVEMBER

FUN	Tran Date	Amount	Refer	Comments	Account Descr
602	11/17/16	\$14.43	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/10/16	\$622.37	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/10/16	\$30.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/30/16	\$423.85	0	UB Receipt Serv 11 NSP SEWER	G 602-14602 SEWER BILLING
602	11/30/16	\$22.18	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/29/16	\$173.90	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/10/16	\$1,899.11	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/29/16	\$183.90	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/10/16	\$123.52	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/10/16	\$5.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/29/16	\$7.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/17/16	\$351.65	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/10/16	\$96.10	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	11/30/16	\$424.75	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	11/14/16	\$800.00	6481	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
602	11/21/16	\$800.00	6491	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
FUND 602 SEWER		\$5,983.26			
FUND 803 P & Z ESCROWS					
803	11/17/16	\$500.00	6490	ARNE GRANT / ENG SUPPLY ESCROW CK	R 803-80059-34100 P & Z PE
FUND 803 P & Z E		\$500.00			
		\$217,506.60			

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 11/30/2016

11 Month = 91.74

DEPT	DEPT Descr	2016 Budget	2016 YTD Amt	Balance	2016 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$4,500.00	\$4,175.91	\$324.09	7.20%
41200	MAYOR & COUNCIL	\$154,601.00	\$150,334.08	\$4,266.92	2.76%
41240	RECYCLING	\$6,895.00	\$3,114.66	\$3,780.34	54.83%
41400	ADMINISTRATION	\$161,041.00	\$79,394.64	\$81,646.36	50.70%
41910	PLANNING & ZONING	\$252,853.00	\$153,148.15	\$99,704.85	39.43%
41940	MUNICIPAL BUILDINGS	\$50,131.00	\$51,577.02	-\$1,446.02	-2.88%
42100	POLICE	\$817,428.00	\$406,489.09	\$410,938.91	50.27%
42200	FIRE PROTECTION	\$506,185.00	\$227,926.79	\$278,258.21	54.97%
42201	FIRE STATION	\$0.00	\$55,398.22	-\$55,398.22	0.00%
43100	STREET MAINT	\$312,784.00	\$114,666.34	\$198,117.66	63.34%
43130	STREET - FLOOD PREPARATION	\$0.00	\$0.00	\$0.00	0.00%
43135	56TH ST & PICKETT AVE TRAIL	\$0.00	\$0.00	\$0.00	0.00%
43140	HAYNER/2ND ST. S UTILITY PR	\$0.00	\$433.85	-\$433.85	0.00%
43141	STILLWATER SCH - BUS FACILIT	\$0.00	\$1,079.37	-\$1,079.37	0.00%
43160	STREET LIGHTING	\$31,750.00	\$23,584.10	\$8,165.90	25.72%
43200	PARKS	\$65,126.00	\$55,154.67	\$9,971.33	15.31%
43300	CEMETERY	\$7,475.00	\$2,667.22	\$4,807.78	64.32%
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 101 GENERAL		\$2,370,769.00	\$1,329,144.11	\$1,041,624.89	43.94%
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	\$181,105.29	\$114,625.43	38.76%
FUND 211 LIBRARY		\$295,730.72	\$181,105.29	\$114,625.43	38.76%
FUND 306 DEBT GO BOND 2015A \$2,025,000					
41903	DEBT SERVICE	\$0.00	\$25,156.25	-\$25,156.25	0.00%
FUND 306 DEBT GO BOND 2015A \$2,025,0		\$0.00	\$25,156.25	-\$25,156.25	0.00%
FUND 400 NEW FIRE STATION					
42201	FIRE STATION	\$0.00	\$1,469,696.16	-\$1,469,696.16	0.00%
FUND 400 NEW FIRE STATION		\$0.00	\$1,469,696.16	-\$1,469,696.16	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 11/30/2016

11 Month = 91.74

DEPT	DEPT Descr	2016 Budget	2016 YTD Amt	Balance	2016 % of Budget Remain
FUND 412 CEMETERY CAPITAL IMPROV					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43300	CEMETERY	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 CEMETERY CAPITAL IMPROV					
		\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND					
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND					
		\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41400	ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
46120	WATER	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION					
		\$0.00	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
41940	MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT					
		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
41609	TCE EVAL GRANT	\$0.00	\$0.00	\$0.00	0.00%
41610	LYNN MOST PROJECT	\$0.00	\$0.00	\$0.00	0.00%
44151	TCE WATER MAIN IMPROVEME	\$0.00	\$0.00	\$0.00	0.00%
46110	WATER-PUMPHOUSE	\$52,650.00	\$52,764.78	-\$114.78	-0.22%
46120	WATER	\$473,808.00	\$212,282.95	\$261,525.05	55.20%
FUND 601 WATER					
		\$526,458.00	\$265,047.73	\$261,410.27	49.65%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$337,012.00	\$125,426.25	\$211,585.75	62.78%
46990	SEWER - NON-OPERATING	\$0.00	\$413,057.22	-\$413,057.22	0.00%
FUND 602 SEWER					
		\$337,012.00	\$538,483.47	-\$201,471.47	-59.78%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
80056	KYLE CARLSON	\$0.00	\$0.00	\$0.00	0.00%
FUND 800 INVESTMENTS-POOLED					
		\$0.00	\$0.00	\$0.00	0.00%
FUND 803 P & Z ESCROWS					

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 11/30/2016

11 Month = 91.74

DEPT	DEPT Descr	2016 Budget	2016 YTD Amt	Balance	2016 % of Budget Remain
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%
80001	ANDERSEN ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80003	BAYTOWN ANNEXATION	\$0.00	\$0.00	\$0.00	0.00%
80006	OSTERTAG VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
80008	CHARLES LUTZ STREET VACATI	\$0.00	\$0.00	\$0.00	0.00%
80010	JERRY PETERSON ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80011	CAPTAINS CORNER	\$0.00	\$0.00	\$0.00	0.00%
80012	FRIENDS OF ST. CROIX PREP.	\$0.00	\$0.00	\$0.00	0.00%
80013	BAYPORT MARINA	\$0.00	\$0.00	\$0.00	0.00%
80014	GROUP 41	\$0.00	\$0.00	\$0.00	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	PETE MILLER - PHASE 11/BAYT	\$0.00	\$0.00	\$0.00	0.00%
80017	AMERICAN LEGION POST 491	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
80019	JG HAUSE CONSTRUCTION	\$0.00	\$360.02	-\$360.02	0.00%
80020	HYNNEK CUP APPLICATION	\$0.00	\$0.00	\$0.00	0.00%
80021	GORDON TELLINGHUISEN	\$0.00	\$0.00	\$0.00	0.00%
80022	DUANCE JOHNSON	\$0.00	\$0.00	\$0.00	0.00%
80023	MI-TECH SERVICES, INC.	\$0.00	\$0.00	\$0.00	0.00%
80024	RICK PARENT	\$0.00	\$0.00	\$0.00	0.00%
80025	JUDY SEEBERGER	\$0.00	\$0.00	\$0.00	0.00%
80026	MIDWEST PARA TRANSIT	\$0.00	\$0.00	\$0.00	0.00%
80027	CEMETARY - ST. MIKE S/ST. CH	\$0.00	\$0.00	\$0.00	0.00%
80028	ASPHALT SPEC - 111 CENTRAL	\$0.00	\$0.00	\$0.00	0.00%
80029	BRIAN ZELLER	\$0.00	\$0.00	\$0.00	0.00%
80030	LARKIN HOFFMAN & LUNDGREN	\$0.00	\$0.00	\$0.00	0.00%
80031	VALLEY GREEN	\$0.00	\$0.00	\$0.00	0.00%
80040	HEFTY	\$0.00	\$0.00	\$0.00	0.00%
80041	VALLEY GREEN	\$0.00	\$0.00	\$0.00	0.00%
80042	LANDFORM/VARDE GROUP	\$0.00	\$0.00	\$0.00	0.00%
80043	MAINSTREET HOLDING, LLC	\$0.00	\$0.00	\$0.00	0.00%
80044	HAYNER PROPERTY FEASIB STU	\$0.00	\$0.00	\$0.00	0.00%
80045	DRH-INSPIRATION PHASE II PL	\$0.00	\$0.00	\$0.00	0.00%
80046	JOE BUSH/DAVID KLINGER	\$0.00	\$0.00	\$0.00	0.00%
80047	JANE KEYES	\$0.00	\$0.00	\$0.00	0.00%
80048	KAEMMER/VRAMBOUT	\$0.00	\$0.00	\$0.00	0.00%
80049	AMERICAN LEGION	\$0.00	\$0.00	\$0.00	0.00%
80050	12 POINT ROAD	\$0.00	\$0.00	\$0.00	0.00%
80051	BERGSTROM/ ENG & GRADING	\$0.00	\$0.00	\$0.00	0.00%
80052	MILLER EXCAVATING WATER SE	\$0.00	\$0.00	\$0.00	0.00%
80053	CHRIS HAYNER	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 11/30/2016
 11 Month = 91.74

DEPT	DEPT Descr	2016 Budget	2016 YTD Amt	Balance	2016 % of Budget Remain
80054	LYNN MOST	\$0.00	\$0.00	\$0.00	0.00%
80055	MATTAMY MN PARTNERSHIP	\$0.00	\$9,690.62	-\$9,690.62	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%
80059	ARNE GRANT/ ENG SUPPLY	\$0.00	\$871.83	-\$871.83	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$10,922.47	-\$10,922.47	0.00%
		\$3,529,969.72	\$3,819,555.48	-\$289,585.76	-8.20%

CITY OF BAYPORT
MONTHLY EXPENSES 7784-7890

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Period Name: NOVEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL									
DEPT 41100 ELECTIONS									
WILLIAMS, MARY	101	11/17/16	\$195.00	E	41100	104	2016 ELECTION	ELECTION SALARI	007855
SIEGFRIED, COLEEN	101	11/17/16	\$432.50	E	41100	104	2016 ELECTION	ELECTION SALARI	007845
MACDONALD, TIM	101	11/17/16	\$420.50	E	41100	104	2016 ELECTION	ELECTION SALARI	007831
RICHERT, JEANINE	101	11/17/16	\$160.00	E	41100	104	2016 ELECTIONS	ELECTION SALARI	007839
KELLY, ELIZABETH	101	11/17/16	\$250.00	E	41100	104	2016 ELECTIONS	ELECTION SALARI	007826
KLOS, JUDY	101	11/17/16	\$85.00	E	41100	104	2016 ELECTION	ELECTION SALARI	007827
LAKE, MEREDETH	101	11/17/16	\$115.00	E	41100	104	2016 ELECTION	ELECTION SALARI	007828
MCRBERTS, CHANTELE	101	11/17/16	\$170.00	E	41100	104	2016 ELECTION	ELECTION SALARI	007832
TUMA, FRED	101	11/17/16	\$115.00	E	41100	104	2016 ELECTION	ELECTION SALARI	007850
GOULETTE, MR PAUL	101	11/17/16	\$180.00	E	41100	104	2016 ELECTION	ELECTION SALARI	007822
OSTERTAG, MARY	101	11/17/16	\$190.00	E	41100	104	2016 ELECTIONS	ELECTION SALARI	007837
U S BANK VISA	101	11/29/16	\$175.79	E	41100	220	BRINES MARKET	OPERATING SUPP	007889
TAYLOR, SARA	101	11/29/16	\$155.52	E	41100	220	REIMBURSEMENT/SARA	OPERATING SUPP	007888
U S BANK VISA	101	11/29/16	\$23.13	E	41100	220	FEDEX OFFICE	OPERATING SUPP	007889
U S BANK VISA	101	11/29/16	\$3.99	E	41100	220	ALDI	OPERATING SUPP	007889
U S BANK VISA	101	11/29/16	\$3.54	E	41100	220	OFFICEMAX	OPERATING SUPP	007889
U S BANK VISA	101	11/29/16	\$68.09	E	41100	220	ULTIMATE EVENTS II	OPERATING SUPP	007889
U S BANK VISA	101	11/29/16	\$39.31	E	41100	220	COUNTY MARKET	OPERATING SUPP	007889
U S BANK VISA	101	11/29/16	\$27.78	E	41100	220	DOLLAR TREE	OPERATING SUPP	007889
U S BANK VISA	101	11/29/16	\$25.05	E	41100	220	CUB FOODS	OPERATING SUPP	007889
U S BANK VISA	101	11/29/16	\$3.13	E	41100	220	TACO JOHNS	OPERATING SUPP	007889
DEPT 41100 ELECTIONS			\$2,838.33						
DEPT 41200 MAYOR & COUNCIL									
U S BANK VISA	101	11/29/16	\$10.61	E	41200	201	ADM#479817544300208	OFFICE SUPPLIES	007889
ECKBERG LAMMERS	101	11/16/16	\$891.25	E	41200	300	GENERAL MATTERS	PROF SER-LEGAL	007821
ECKBERG LAMMERS	101	11/16/16	\$250.00	E	41200	300	MEETINGS	PROF SER-LEGAL	007821
S E H	101	11/29/16	\$44.76	E	41200	301	MS4 SWPPP PREPARATIO	PROF SER-ENGIN	007884
S E H	101	11/29/16	\$89.51	E	41200	301	SCHNEIDER/MCPHERSO	PROF SER-ENGIN	007884
S E H	101	11/29/16	\$599.14	E	41200	301	CITY WIDE DRAINAGE S	PROF SER-ENGIN	007884
S E H	101	11/29/16	\$97.85	E	41200	301	MS4	PROF SER-ENGIN	007884
ADP, LLC	101	11/29/16	\$16.76	E	41200	302	QP7 PAYROLL BUNDLE	CONTRACT SERVI	007857
ADP, LLC	101	11/17/16	\$16.76	E	41200	302	PAYROLL BUNDLE QP7	CONTRACT SERVI	007806
ADP, LLC	101	11/02/16	\$16.42	E	41200	302	PAYROLL QP7	CONTRACT SERVI	007784
WELLS FARGO HBS	101	11/02/16	\$156.75	E	41200	302	3RD QTR 2016 ADM INIS	CONTRACT SERVI	007790
ADP, LLC	101	11/09/16	\$20.10	E	41200	302	QPF PAYROLL	CONTRACT SERVI	007791
COMPLETE HEALTH ENVI	101	11/17/16	\$370.00	E	41200	306	OCT 2016 MTHLY MAINT	PROF SER-OTHER	007818
ECM PUBLISHERS, INC.	101	11/29/16	\$12.68	E	41200	350	ORDINANCE NO 854 SST	PRINTING & PUBL	007866
LEAGUE OF MINNESOTA C	101	11/17/16	\$45.00	E	41200	402	2016 REGIONAL MTG/TA	CONFERENCES &	007829
MAMA	101	11/29/16	\$20.00	E	41200	402	2016 MEMBER/SARA TAY	CONFERENCES &	007874
MAMA	101	11/29/16	\$30.00	E	41200	402	LUNCHEON 7/14/2016/S	CONFERENCES &	007874
DEPT 41200 MAYOR & COUNCIL			\$2,687.59						
DEPT 41400 ADMINISTRATION									
U S BANK VISA	101	11/29/16	\$63.71	E	41400	201	ADM#479817544300208	OFFICE SUPPLIES	007889
ADP, LLC	101	11/02/16	\$16.42	E	41400	302	PAYROLL QP7	CONTRACT SERVI	007784
ADP, LLC	101	11/09/16	\$20.10	E	41400	302	QPF PAYROLL	CONTRACT SERVI	007791
ADP, LLC	101	11/17/16	\$16.76	E	41400	302	PAYROLL BUNDLE QP7	CONTRACT SERVI	007806
ADP, LLC	101	11/29/16	\$16.76	E	41400	302	QP7 PAYROLL BUNDLE	CONTRACT SERVI	007857
DONALD SALVERDA & ASS	101	11/29/16	\$197.69	E	41400	402	LEADERSHIP GROUP BO	CONFERENCES &	007865
TR COMPUTER SALES LLC	101	11/17/16	\$97.50	E	41400	416	NOV 2016 DATTO MTHLY	REPAIR/MAINT OF	007848
NOVA COMMUNICATIONS	101	11/29/16	\$230.40	E	41400	416	CONTRACT 1/1/17-12/31	REPAIR/MAINT OF	007882

CITY OF BAYPORT

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Period Name: NOVEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
LOFFLER BUSINESS SYST	101	11/17/16	\$204.08	E	41400	416	COPIER OVERAGE	REPAIR/MAINT OF	007830
TR COMPUTER SALES LLC	101	11/09/16	\$1,450.00	E	41400	416	DELL LAPTOP	REPAIR/MAINT OF	007802
BANYON DATA SYSTEMS	101	11/29/16	\$477.00	E	41400	416	SUPPORT FUND/PAY	REPAIR/MAINT OF	007859
TR COMPUTER SALES LLC	101	11/17/16	\$355.87	E	41400	416	COMPUTER CONSULTING	REPAIR/MAINT OF	007848
DEPT 41400 ADMINISTRATION			\$3,146.29						
DEPT 41910 PLANNING & ZONING									
MNSPECT	101	11/09/16	\$13,756.72	E	41910	101	BLD INSPECTION SERVIC	WAGES AND SALA	007798
U S BANK VISA	101	11/29/16	\$53.09	E	41910	201	ADM#479817544300208	OFFICE SUPPLIES	007889
S E H	101	11/29/16	\$178.99	E	41910	301	L22B1 SURVEY	PROF SER-ENGIN	007884
S E H	101	11/29/16	\$178.99	E	41910	301	4 POINT ROAD - GOLDST	PROF SER-ENGIN	007884
S E H	101	11/29/16	\$178.99	E	41910	301	FOUNDATION AS BUILT	PROF SER-ENGIN	007884
S E H	101	11/29/16	\$223.75	E	41910	301	CERT OF OCCUPANCY	PROF SER-ENGIN	007884
S E H	101	11/29/16	\$268.50	E	41910	301	L23B1 SURVEY	PROF SER-ENGIN	007884
S E H	101	11/29/16	\$178.99	E	41910	301	L19B1 SURVEY	PROF SER-ENGIN	007884
S E H	101	11/29/16	\$358.01	E	41910	301	L9B2 SURVEY	PROF SER-ENGIN	007884
S E H	101	11/29/16	\$178.99	E	41910	301	L7B2 SURVEY	PROF SER-ENGIN	007884
ADP, LLC	101	11/29/16	\$16.76	E	41910	306	QP7 PAYROLL BUNDLE	PROF SER-OTHER	007857
ADP, LLC	101	11/09/16	\$20.10	E	41910	306	QPF PAYROLL	PROF SER-OTHER	007791
ADP, LLC	101	11/17/16	\$16.76	E	41910	306	PAYROLL BUNDLE QP7	PROF SER-OTHER	007806
ADP, LLC	101	11/02/16	\$16.42	E	41910	306	PAYROLL QP7	PROF SER-OTHER	007784
NOVA COMMUNICATIONS	101	11/29/16	\$192.00	E	41910	416	CONTRACT 1/1/17-12/31	REPAIR/MAINT OF	007882
BANYON DATA SYSTEMS	101	11/29/16	\$397.50	E	41910	416	SUPPORT FUND/PAY	REPAIR/MAINT OF	007859
LOFFLER BUSINESS SYST	101	11/17/16	\$170.06	E	41910	416	COPIER OVERAGE	REPAIR/MAINT OF	007830
TR COMPUTER SALES LLC	101	11/17/16	\$296.56	E	41910	416	COMPUTER CONSULTING	REPAIR/MAINT OF	007848
TR COMPUTER SALES LLC	101	11/17/16	\$81.25	E	41910	416	NOV 2016 DATTO MTHLY	REPAIR/MAINT OF	007848
DEPT 41910 PLANNING & ZONING			\$16,762.43						
DEPT 41940 MUNICIPAL BUILDINGS									
COMCAST	101	11/29/16	\$70.92	E	41940	321	DEC 2016 HIGHSPEED IN	COMMUNICATION	007863
OFFICE OF ENT TECHNOL	101	11/29/16	\$593.72	E	41940	321	OCT 2016 PHONES/CH	COMMUNICATION	007883
U S BANK VISA	101	11/30/16	\$5.65	E	41940	420	STILLWATER ACE	R & M BLDGS, ST	007889
FIXMER, DON	101	11/30/16	\$32.12	E	41940	420	ADAPTER COUNCIL CHA	R & M BLDGS, ST	007871
U S BANK VISA	101	11/30/16	-\$127.95	E	41940	420	SP GUARDIAN SUPPLY	R & M BLDGS, ST	007889
ELECTRO WATCHMAN, IN	101	11/29/16	\$120.00	E	41940	420	FIRE ALARM SYSTEM	R & M BLDGS, ST	007870
U S BANK VISA	101	11/30/16	\$61.03	E	41940	420	AUTOZONE	R & M BLDGS, ST	007889
U S BANK VISA	101	11/30/16	\$80.50	E	41940	420	GRAFIX	R & M BLDGS, ST	007889
U S BANK VISA	101	11/30/16	\$9.99	E	41940	420	BEST BUY	R & M BLDGS, ST	007889
DEPT 41940 MUNICIPAL BUILDING			\$845.98						
DEPT 42100 POLICE									
U S BANK VISA	101	11/29/16	\$53.09	E	42100	201	ADM#479817544300208	OFFICE SUPPLIES	007889
SCHWAAB, INC.	101	11/09/16	\$36.75	E	42100	201	OPERATING SUPPLIES/P	OFFICE SUPPLIES	007801
U S BANK VISA	101	11/30/16	\$53.52	E	42100	212	OREILLY AUTO	MOTOR FUELS & L	007889
U S BANK VISA	101	11/30/16	\$45.30	E	42100	212	AUTOZONE	MOTOR FUELS & L	007889
BAYPORT TRANSMISSION	101	11/29/16	\$25.00	E	42100	212	2005 SATURN/POLICE D	MOTOR FUELS & L	007860
BAYPORT TRANSMISSION	101	11/29/16	\$25.00	E	42100	212	2015 DODGE CHARGER/	MOTOR FUELS & L	007860
WASHINGTON COUNTY S	101	11/17/16	\$716.57	E	42100	212	OCT 2016 FUEL/POLICE	MOTOR FUELS & L	007854
HOLIDAY FLEET	101	11/09/16	\$109.30	E	42100	212	OCT 2016 FUEL	MOTOR FUELS & L	007796
U S BANK VISA	101	11/30/16	\$246.00	E	42100	212	DISCOUNT TIRE	MOTOR FUELS & L	007889
U S BANK VISA	101	11/29/16	\$90.50	E	42100	220	ST. PAUL STAMP WORKS	OPERATING SUPP	007889
ECKBERG LAMMERS	101	11/09/16	\$2,509.05	E	42100	300	OCT 2016 PROSECUTION	PROF SER-LEGAL	007794
ADP, LLC	101	11/02/16	\$16.42	E	42100	306	PAYROLL QP7	PROF SER-OTHER	007784
ADP, LLC	101	11/09/16	\$20.10	E	42100	306	QPF PAYROLL	PROF SER-OTHER	007791
ADP, LLC	101	11/17/16	\$16.76	E	42100	306	PAYROLL BUNDLE QP7	PROF SER-OTHER	007806

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ADP, LLC	101	11/29/16	\$16.76	E	42100	306	QP7 PAYROLL BUNDLE	PROF SER-OTHER	007857
VERIZON WIRELESS	101	11/09/16	\$132.69	E	42100	321	SEPT/OCT 2016 PHONES	COMMUNICATION	007804
THOMAS REUTERS - WES	101	11/17/16	\$178.50	E	42100	321	OCT 2016 INFORMATION	COMMUNICATION	007846
VERIZON WIRELESS	101	11/17/16	\$105.03	E	42100	321	OCT 1/NOV 1, 2016 PHO	COMMUNICATION	007852
U S BANK VISA	101	11/30/16	\$92.98	E	42100	403	BEST BUY	POLICE TRAINING	007889
LOFFLER BUSINESS SYST	101	11/17/16	\$170.06	E	42100	416	COPIER OVERAGE	REPAIR/MAINT OF	007830
TR COMPUTER SALES LLC	101	11/17/16	\$81.25	E	42100	416	NOV 2016 DATTO MTHLY	REPAIR/MAINT OF	007848
BANYON DATA SYSTEMS	101	11/29/16	\$397.50	E	42100	416	SUPPORT FUND/PAY	REPAIR/MAINT OF	007859
NOVA COMMUNICATIONS	101	11/29/16	\$192.00	E	42100	416	CONTRACT 1/1/17-12/31	REPAIR/MAINT OF	007882
TR COMPUTER SALES LLC	101	11/17/16	\$296.56	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	007848
DONALD SALVERDA & ASS	101	11/29/16	\$200.00	E	42100	433	REGISTRATION LAURA E	DUES & MEMBERS	007865
MINNESOTA CHIEFS OF P	101	11/29/16	\$230.00	E	42100	433	MEMBERSHIP RENEWAL	DUES & MEMBERS	007876
DONALD SALVERDA & ASS	101	11/29/16	\$77.80	E	42100	433	BOOKS - LAURA EASTMA	DUES & MEMBERS	007865
DEPT 42100 POLICE			\$6,134.49						
DEPT 42200 FIRE PROTECTION									
HOLIDAY FLEET	101	11/09/16	\$827.68	E	42200	212	OCT 2016 FUEL	MOTOR FUELS & L	007796
U S BANK VISA	101	11/02/16	\$139.09	E	42200	217	MAYFLOWER DISTRIB	MATERIALS & PR	007787
U S BANK VISA	101	11/02/16	\$24.00	E	42200	217	MAYFLOWER DISTRIB	MATERIALS & PR	007787
U S BANK VISA	101	11/02/16	\$139.15	E	42200	217	SAMS CLUB	MATERIALS & PR	007787
U S BANK VISA	101	11/02/16	\$52.02	E	42200	217	WM SUPERCENTER	MATERIALS & PR	007787
U S BANK VISA	101	11/29/16	\$5.58	E	42200	217	HOLIDAY STNSTORE	MATERIALS & PR	007889
U S BANK VISA	101	11/02/16	\$29.54	E	42200	217	WAL-MART	MATERIALS & PR	007787
U S BANK VISA	101	11/29/16	\$250.00	E	42200	217	MAYFLOWER DISTRIB	MATERIALS & PR	007889
U S BANK VISA	101	11/02/16	\$62.06	E	42200	240	CRAMER DECKER INDUS	SMALL TOOLS-EQ	007787
ADP, LLC	101	11/02/16	\$16.42	E	42200	306	PAYROLL QP7	PROF SER-OTHER	007784
ADP, LLC	101	11/29/16	\$16.76	E	42200	306	QP7 PAYROLL BUNDLE	PROF SER-OTHER	007857
COMCAST	101	11/09/16	\$145.92	E	42200	306	NOV-DEC 2016 HIGHSPE	PROF SER-OTHER	007793
ADP, LLC	101	11/17/16	\$16.76	E	42200	306	PAYROLL BUNDLE QP7	PROF SER-OTHER	007806
ADP, LLC	101	11/09/16	\$20.10	E	42200	306	QPF PAYROLL	PROF SER-OTHER	007791
ANCOM COMMUNICATION	101	11/09/16	\$1,662.00	E	42200	321	3 PAGER'S/FIRE DEPT.	COMMUNICATION	007792
NOVA COMMUNICATIONS	101	11/29/16	\$540.00	E	42200	321	CONTRACT 11/16/16-11/	COMMUNICATION	007882
VERIZON WIRELESS	101	11/02/16	-\$64.00	E	42200	321	PHONES 9/21/16-10/20/	COMMUNICATION	007789
VERIZON WIRELESS	101	11/02/16	\$206.33	E	42200	321	PHONES 9/24/16-10/23/	COMMUNICATION	007789
U S BANK VISA	101	11/02/16	\$173.43	E	42200	323	BEST BUY	RADIOS-REPAIR &	007787
ANCOM COMMUNICATION	101	11/17/16	\$12.00	E	42200	323	BATTERY CLIP/FIRE DEP	RADIOS-REPAIR &	007809
U S BANK VISA	101	11/29/16	\$434.91	E	42200	402	COURTYARD ST. CLOUD	CONFERENCES &	007889
U S BANK VISA	101	11/29/16	\$50.43	E	42200	402	MCS DUGOUT	CONFERENCES &	007889
U S BANK VISA	101	11/29/16	\$434.91	E	42200	402	COURTYARD ST. CLOUD	CONFERENCES &	007889
U S BANK VISA	101	11/29/16	\$19.39	E	42200	402	COURTYARD ST. CLOUD	CONFERENCES &	007889
U S BANK VISA	101	11/29/16	\$98.07	E	42200	402	THE WHITE HORSE	CONFERENCES &	007889
U S BANK VISA	101	11/29/16	\$25.41	E	42200	402	COURTYARD ST. CLOUD	CONFERENCES &	007889
U S BANK VISA	101	11/29/16	\$448.41	E	42200	402	COURTYARD ST. CLOUD	CONFERENCES &	007889
U S BANK VISA	101	11/29/16	\$448.41	E	42200	402	COURTYARD ST. CLOUD	CONFERENCES &	007889
U S BANK VISA	101	11/29/16	\$369.20	E	42200	402	DELTA	CONFERENCES &	007889
EISINGER, ALLEN	101	11/29/16	\$92.88	E	42200	402	REIMBURSEMENT/MILEA	CONFERENCES &	007867
EISINGER, JAKE	101	11/29/16	\$134.33	E	42200	402	REIMBURSEMENT/MILEA	CONFERENCES &	007868
EISINGER, JAKE	101	11/29/16	\$21.63	E	42200	402	REIMBURSEMENT/PARKI	CONFERENCES &	007868
U S BANK VISA	101	11/29/16	\$369.20	E	42200	402	DELTA	CONFERENCES &	007889
GALOWITZ, MIKE	101	11/02/16	\$91.80	E	42200	402	MILEAGE REIMBURSEME	CONFERENCES &	007785
U S BANK VISA	101	11/29/16	\$58.30	E	42200	402	7 WEST TAP HOUSE	CONFERENCES &	007889
EISINGER, JAKE	101	11/29/16	\$950.95	E	42200	402	REIMBURSEMENT TRAVEL	CONFERENCES &	007868
U S BANK VISA	101	11/29/16	\$34.74	E	42200	402	GREEN MILL	CONFERENCES &	007889
U S BANK VISA	101	11/02/16	\$4.40	E	42200	412	FRGN TRANS FEE	REP & MAINT VEH	007787

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U S BANK VISA	101	11/02/16	\$21.42	E	42200	412	MISTER CAR WASH	REP & MAINT VEH	007787
U S BANK VISA	101	11/02/16	\$220.00	E	42200	412	LIGHTBAR SUPPLY	REP & MAINT VEH	007787
U S BANK VISA	101	11/02/16	\$21.42	E	42200	412	MISTER CAR WASH	REP & MAINT VEH	007787
U S BANK VISA	101	11/29/16	\$41.01	E	42200	412	CUB FOODS	REP & MAINT VEH	007889
BAYPORT TRANSMISSION	101	11/17/16	\$50.00	E	42200	412	2014 CHEV TAHOE/FIRE	REP & MAINT VEH	007812
U S BANK VISA	101	11/02/16	\$66.84	E	42200	412	PIZZA MAN	REP & MAINT VEH	007787
DIVERSIFIED INPECTIONS	101	11/29/16	\$1,371.55	E	42200	412	PIERCE SAFETY INSPECT	REP & MAINT VEH	007864
CARQUEST OF STILLWAT	101	11/29/16	\$7.33	E	42200	412	PARTS/FIRE DEPT.	REP & MAINT VEH	007862
CARQUEST OF STILLWAT	101	11/29/16	\$4.50	E	42200	412	PARTS/FIRE DEPT	REP & MAINT VEH	007862
U S BANK VISA	101	11/02/16	\$357.85	E	42200	419	MILLS FLEET FARM	REPAIR & MAINT	007787
U S BANK VISA	101	11/29/16	\$28.37	E	42200	419	CUB FOODS	REPAIR & MAINT	007889
U S BANK VISA	101	11/29/16	\$21.84	E	42200	419	HAGBERGS MARKET	REPAIR & MAINT	007889
U S BANK VISA	101	11/29/16	\$21.42	E	42200	419	MISTER CARWASH	REPAIR & MAINT	007889
U S BANK VISA	101	11/29/16	\$21.42	E	42200	419	MISTER CARWASH	REPAIR & MAINT	007889
ELECTRO WATCHMAN, IN	101	11/29/16	\$110.85	E	42200	420	FIRE ALARM SYSTEM	R & M BLDGS, ST	007870
MINNESOTA STATE FIRE	101	11/02/16	\$346.00	E	42200	433	2017 MSFDA MEMBERSH	DUES & MEMBERS	007786
TR COMPUTER SALES LLC	101	11/09/16	\$107.11	E	42200	570	DELL LAPTOP	OFFICE EQUIPME	007802
MUNICIPAL EMERGENCY	101	11/09/16	\$12,261.20	E	42200	570	OPERATING MATERIAL U	OFFICE EQUIPME	007799
DEPT 42200 FIRE PROTECTION			\$23,442.34						
DEPT 43100 STREET MAINT									
U S BANK VISA	101	11/29/16	\$10.61	E	43100	201	ADM#479817544300208	OFFICE SUPPLIES	007889
EISINGER, JOSH	101	11/29/16	\$69.99	E	43100	205	UNIFORM REIMBURSEME	UNIFORMS - JOSH	007869
U S BANK VISA	101	11/29/16	\$129.81	E	43100	205	AMAZON.COM	UNIFORMS - JOSH	007889
HOLIDAY FLEET	101	11/09/16	\$90.04	E	43100	212	OCT 2016 FUEL	MOTOR FUELS & L	007796
MENARDS-STILLWATER	101	11/29/16	\$35.88	E	43100	220	FLAP DISCS & STRAPS/S	OPERATING SUPP	007875
SHERWIN WILLIAMS LC	101	11/16/16	\$33.12	E	43100	220	LINE STRIPE GLASS BEA	OPERATING SUPP	007844
T. A. SCHIFSKY & SONS I	101	11/29/16	\$159.02	E	43100	220	BITUMINOUS HOT MIX/S	OPERATING SUPP	007887
SUPERIOR STRIPING, INC	101	11/29/16	\$395.00	E	43100	302	PARKING LOT STRIPING/	CONTRACT SERVI	007886
ADP, LLC	101	11/17/16	\$16.76	E	43100	302	PAYROLL BUNDLE QP7	CONTRACT SERVI	007806
ADP, LLC	101	11/29/16	\$16.76	E	43100	302	QP7 PAYROLL BUNDLE	CONTRACT SERVI	007857
ADP, LLC	101	11/02/16	\$16.42	E	43100	302	PAYROLL QP7	CONTRACT SERVI	007784
ADP, LLC	101	11/09/16	\$20.10	E	43100	302	QPF PAYROLL	CONTRACT SERVI	007791
AGGREGATE INDUSTRIES	101	11/16/16	\$100.27	E	43100	410	SAND/STREET DEPT.	REPAIR & MAINT	007807
AREAWIDE TRUCK & TRAI	101	11/17/16	\$87.00	E	43100	412	DOT DEAL/STREET DEPT	REP & MAINT VEH	007810
KAISER MFG., INC.	101	11/16/16	\$108.00	E	43100	412	TRUCK TARP/STREET DE	REP & MAINT VEH	007825
U S BANK VISA	101	11/29/16	\$23.23	E	43100	412	CRYSTELL TRUCK	REP & MAINT VEH	007889
BANYON DATA SYSTEMS	101	11/29/16	\$79.50	E	43100	416	SUPPORT FUND/PAY	REPAIR/MAINT OF	007859
LOFFLER BUSINESS SYST	101	11/17/16	\$34.01	E	43100	416	COPIER OVERAGE	REPAIR/MAINT OF	007830
NOVA COMMUNICATIONS	101	11/29/16	\$38.40	E	43100	416	CONTRACT 1/1/17-12/31	REPAIR/MAINT OF	007882
TR COMPUTER SALES LLC	101	11/17/16	\$16.25	E	43100	416	NOV 2016 DATTO MTHLY	REPAIR/MAINT OF	007848
TR COMPUTER SALES LLC	101	11/17/16	\$59.31	E	43100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	007848
MENARDS-STILLWATER	101	11/16/16	\$40.01	E	43100	420	TIMBERS & CONCRETE/S	R & M BLDGS, ST	007833
MILLER EXCAVATING	101	11/16/16	\$276.32	E	43100	421	BLACK DIRT/STREETS	REPAIR & MAINT	007835
BUBERL BLACK DIRT	101	11/17/16	\$630.00	E	43100	421	BLACK DIRT/STREETS	REPAIR & MAINT	007814
DEPT 43100 STREET MAINT			\$2,485.81						
DEPT 43141 STILLWATER SCH - BUS FACILITY									
S E H	101	11/29/16	\$626.48	E	43141	301	BUS GARAGE STILLWATE	PROF SER-ENGIN	007884
DEPT 43141 STILLWATER SCH - BU			\$626.48						
DEPT 43200 PARKS									
DIETSCHKE, NEIL	101	11/17/16	\$75.00	E	43200	050	PARKS	SEASONAL/PART	007820
SAFE-FAST, INC.	101	11/16/16	\$122.90	E	43200	202	MISC UNIFORMS/PARKS	UNIFORMS - MISC	007842
HOLIDAY FLEET	101	11/09/16	\$97.17	E	43200	212	OCT 2016 FUEL	MOTOR FUELS & L	007796

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MENARDS-STILLWATER	101	11/16/16	\$124.08	E	43200	220	R.V. ANTIFREEZE/PARKS	OPERATING SUPP	007833
TRU GREEN CHEMLAWN	101	11/17/16	\$2,176.37	E	43200	302	FALL WEED & FEED/PAR	CONTRACT SERVI	007849
CANADA GOOSE MANAGE	101	11/29/16	\$2,390.00	E	43200	302	ANNUAL GOOSE ROUND	CONTRACT SERVI	007861
RINK SYSTEMS	101	11/17/16	\$873.29	E	43200	414	HOCKEY RINK/PARKS	REPAIR & MAINT	007840
TR COMPUTER SALES LLC	101	11/17/16	\$16.25	E	43200	416	NOV 2016 DATTO MTHLY	REPAIR/MAINT OF	007848
NOVA COMMUNICATIONS	101	11/29/16	\$38.40	E	43200	416	CONTRACT 1/1/17-12/31	REPAIR/MAINT OF	007882
BANYON DATA SYSTEMS	101	11/29/16	\$79.50	E	43200	416	SUPPORT FUND/PAY	REPAIR/MAINT OF	007859
LOFFLER BUSINESS SYST	101	11/17/16	\$34.01	E	43200	416	COPIER OVERAGE	REPAIR/MAINT OF	007830
TR COMPUTER SALES LLC	101	11/17/16	\$59.31	E	43200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	007848
AIR FRESH PORTABLE TOI	101	11/16/16	\$157.50	E	43200	425	WEEKEND RENTAL 10/31	SATILLITIES	007808
AIR FRESH PORTABLE TOI	101	11/29/16	\$78.75	E	43200	425	RIVERSIDE PARK 11/16/	SATILLITIES	007858
AIR FRESH PORTABLE TOI	101	11/29/16	\$78.75	E	43200	425	TENNIS CT 11/18/16-12/	SATILLITIES	007858
DEPT 43200 PARKS			\$6,401.28						
FUND 101 GENERAL			\$65,371.02						
FUND 211 LIBRARY									
DEPT 45500 LIBRARY									
BAKER & TAYLOR	211	11/16/16	\$266.67	E	45500	217	OCT 2016 BOOKS	MATERIALS & PR	007811
BAKER & TAYLOR	211	11/16/16	\$774.33	E	45500	217	OCT 2016 BOOKS	MATERIALS & PR	007811
BAKER & TAYLOR	211	11/16/16	\$711.79	E	45500	217	OCT 2016 BOOKS	MATERIALS & PR	007811
BAKER & TAYLOR	211	11/16/16	\$201.85	E	45500	217	OCT 2016 BOOKS	MATERIALS & PR	007811
BAKER & TAYLOR	211	11/16/16	\$73.06	E	45500	217	OCT 2016 BOOKS	MATERIALS & PR	007811
BAKER & TAYLOR	211	11/16/16	\$62.37	E	45500	217	OCT 2016 BOOKS	MATERIALS & PR	007811
BAKER & TAYLOR	211	11/16/16	\$62.37	E	45500	217	OCT 2016 BOOKS	MATERIALS & PR	007811
BAKER & TAYLOR	211	11/16/16	\$148.96	E	45500	217	OCT 2016 BOOKS	MATERIALS & PR	007811
INNOVATIVE OFFICE SOL	211	11/16/16	\$127.01	E	45500	220	OPERATING MATERIAL/L	OPERATING SUPP	007824
ADP, LLC	211	11/09/16	\$20.10	E	45500	302	QPF PAYROLL	CONTRACT SERVI	007791
BIBLIOTHECA, LLC	211	11/16/16	\$10.00	E	45500	302	CONTRACT SERVICES/LI	CONTRACT SERVI	007813
TOSHIBA BUSINESS SOLU	211	11/16/16	\$266.53	E	45500	302	CONTRACT SERVICES/LI	CONTRACT SERVI	007847
SHARON SIPPEL	211	11/16/16	\$1,500.00	E	45500	302	OCT/NOV 2016 CLEANIN	CONTRACT SERVI	007843
ADP, LLC	211	11/02/16	\$16.42	E	45500	302	PAYROLL QP7	CONTRACT SERVI	007784
ADP, LLC	211	11/17/16	\$16.76	E	45500	302	PAYROLL BUNDLE QP7	CONTRACT SERVI	007806
ADP, LLC	211	11/29/16	\$16.76	E	45500	302	QP7 PAYROLL BUNDLE	CONTRACT SERVI	007857
OFFICE OF ENT TECHNOL	211	11/29/16	\$83.00	E	45500	321	OCT 2016 PHONES/LIBR	COMMUNICATION	007883
COMCAST	211	11/29/16	\$85.92	E	45500	321	NOV/DEC2016 HIGHSPEE	COMMUNICATION	007863
ELECTRO WATCHMAN, IN	211	11/29/16	\$90.00	E	45500	420	FIRE ALARM SYSTEM	R & M BLDGS, ST	007870
COMMERCIAL STEAM TEA	211	11/16/16	\$2,173.80	E	45500	420	BLG MAINT./LIBRARY	R & M BLDGS, ST	007817
DEPT 45500 LIBRARY			\$6,707.70						
FUND 211 LIBRARY			\$6,707.70						
FUND 303 GO TIF BOND 1990 DEBT SERVICE									
DEPT 41903 DEBT SERVICE									
ECKBERG LAMMERS	303	11/16/16	\$62.00	E	41903	300	TIF	PROF SER-LEGAL	007821
S E H	303	11/29/16	\$8,180.55	E	41903	301	169 3RD ST PARKING LO	PROF SER-ENGIN	007884
WASHINGTON COUNTY	303	11/16/16	\$138.00	E	41903	306	PARKING LOT EASEMENT	PROF SER-OTHER	007853
DEPT 41903 DEBT SERVICE			\$8,380.55						
FUND 303 GO TIF BOND 1990 DEBT SE			\$8,380.55						
FUND 400 NEW FIRE STATION									
DEPT 42201 FIRE STATION									
S E H	400	11/29/16	\$1,914.00	E	42201	301	FIRE STATION WATER Q	PROF SER-ENGIN	007884
REILING CONSTRUCTION,	400	11/16/16	\$554.26	E	42201	302	NEW FIRE STATION	CONTRACT SERVI	007838
DEPT 42201 FIRE STATION			\$2,468.26						

CITY OF BAYPORT
MONTHLY EXPENSES 7784-7890

Period Name: NOVEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 400 NEW FIRE STATION			\$2,468.26						
FUND 601 WATER									
DEPT 46120 WATER									
U S BANK VISA	601	11/29/16	\$10.61	E	46120	201	ADM#479817544300208	OFFICE SUPPLIES	007889
SAFE-FAST, INC.	601	11/09/16	\$63.45	E	46120	203	UNIFORMS - WATER DEP	UNIFORMS - TIM	007800
HOLIDAY FLEET	601	11/09/16	\$195.28	E	46120	212	OCT 2016 FUEL	MOTOR FUELS & L	007796
HAWKINS WATER	601	11/17/16	\$40.00	E	46120	216	CHLORINE/WATER DEPT.	CHEMICALS AND	007823
U S BANK VISA	601	11/29/16	\$3.21	E	46120	216	USPS	CHEMICALS AND	007889
U S BANK VISA	601	11/29/16	\$22.61	E	46120	216	THE UPS STORE	CHEMICALS AND	007889
MVTL	601	11/29/16	\$72.00	E	46120	216	WATER TESTING/WATER	CHEMICALS AND	007880
HAWKINS WATER	601	11/17/16	\$70.75	E	46120	216	CHLORINE TABLETS/WA	CHEMICALS AND	007823
MINNESOTA PIPE & EQUI	601	11/29/16	\$426.35	E	46120	220	HYDRANT OIL/WATER D	OPERATING SUPP	007878
S E H	601	11/29/16	\$1,815.00	E	46120	301	CAPITAL IMPROVEMENT	PROF SER-ENGIN	007884
S E H	601	11/29/16	\$357.99	E	46120	301	509 3RD ST N DRAINAGE	PROF SER-ENGIN	007884
S E H	601	11/29/16	\$178.99	E	46120	301	WATER SYSTEM BASE M	PROF SER-ENGIN	007884
ADP, LLC	601	11/17/16	\$16.76	E	46120	302	PAYROLL BUNDLE QP7	CONTRACT SERVI	007806
ADP, LLC	601	11/09/16	\$20.10	E	46120	302	QPF PAYROLL	CONTRACT SERVI	007791
ADP, LLC	601	11/02/16	\$16.42	E	46120	302	PAYROLL QP7	CONTRACT SERVI	007784
ADP, LLC	601	11/29/16	\$16.76	E	46120	302	QP7 PAYROLL BUNDLE	CONTRACT SERVI	007857
ONE CALL CONCEPTS	601	11/17/16	\$119.20	E	46120	307	LOCATES/WATER DEPT.	GOPHER STATE O	007836
COMCAST	601	11/17/16	\$138.90	E	46120	321	NOV 13/DEC 13 HIGHSPE	COMMUNICATION	007816
CARQUEST OF STILLWAT	601	11/16/16	\$57.46	E	46120	412	MASTER CYLINDER/WAT	REP & MAINT VEH	007815
CARQUEST OF STILLWAT	601	11/16/16	\$2.60	E	46120	412	FITTINGS/WATER DEPT	REP & MAINT VEH	007815
CARQUEST OF STILLWAT	601	11/16/16	-\$2.77	E	46120	412	CORE RETURN/WATER D	REP & MAINT VEH	007815
BANYON DATA SYSTEMS	601	11/29/16	\$79.50	E	46120	416	SUPPORT FUND/PAY	REPAIR/MAINT OF	007859
LOFFLER BUSINESS SYST	601	11/17/16	\$34.01	E	46120	416	COPIER OVERAGE	REPAIR/MAINT OF	007830
NOVA COMMUNICATIONS	601	11/29/16	\$38.40	E	46120	416	CONTRACT 1/1/17-12/31	REPAIR/MAINT OF	007882
TR COMPUTER SALES LLC	601	11/17/16	\$59.31	E	46120	416	COMPUTER CONSULTING	REPAIR/MAINT OF	007848
TR COMPUTER SALES LLC	601	11/17/16	\$16.25	E	46120	416	NOV 2016 DATTO MTHLY	REPAIR/MAINT OF	007848
ELECTRO WATCHMAN, IN	601	11/29/16	\$90.00	E	46120	420	FIRE ALARM SYSTEM	R & M BLDGS, ST	007870
U S BANK VISA	601	11/29/16	\$76.14	E	46120	420	MENARDS STILLWATER	R & M BLDGS, ST	007889
U S BANK VISA	601	11/29/16	\$17.12	E	46120	420	NORTHERN TOOL & EQU	R & M BLDGS, ST	007889
ACTION RENTAL	601	11/16/16	\$279.00	E	46120	431	TRAILER BOBCAT RENTA	RENTAL OF EQUIP	007805
ACTION RENTAL	601	11/29/16	\$57.24	E	46120	431	TRAILER RENTAL/WATER	RENTAL OF EQUIP	007856
ACTION RENTAL	601	11/16/16	\$46.00	E	46120	431	COMPRESSOR RENTAL/WA	RENTAL OF EQUIP	007805
U S BANK VISA	601	11/29/16	\$50.00	E	46120	434	MN DEPT HEALTH WELL	STATE FEES FOR	007889
MINNESOTA DEPT OF HEA	601	11/29/16	\$1,294.00	E	46120	434	4TH QTR. 2016 WATER C	STATE FEES FOR	007877
DEPT 46120 WATER			\$5,778.64						
FUND 601 WATER			\$5,778.64						
FUND 602 SEWER									
DEPT 46200 SEWER - OPERATING									
U S BANK VISA	602	11/29/16	\$10.66	E	46200	201	ADM#479817544300208	OFFICE SUPPLIES	007889
HOLIDAY FLEET	602	11/09/16	\$73.80	E	46200	212	OCT 2016 FUEL	MOTOR FUELS & L	007796
S E H	602	11/29/16	\$178.99	E	46200	301	SEWER SYSTEM BASE M	PROF SER-ENGIN	007884
ADP, LLC	602	11/17/16	\$18.34	E	46200	302	PAYROLL BUNDLE QP7	CONTRACT SERVI	007806
ADP, LLC	602	11/29/16	\$18.34	E	46200	302	QP7 PAYROLL BUNDLE	CONTRACT SERVI	007857
ADP, LLC	602	11/09/16	\$21.98	E	46200	302	QPF PAYROLL	CONTRACT SERVI	007791
AIR FRESH PORTABLE TOI	602	11/16/16	\$70.00	E	46200	302	EXTRA PUMPING/INSPIR	CONTRACT SERVI	007808
AIR FRESH PORTABLE TOI	602	11/16/16	\$70.00	E	46200	302	EXTRA PUMPING/INSPIR	CONTRACT SERVI	007808
ADP, LLC	602	11/02/16	\$17.92	E	46200	302	PAYROLL QP7	CONTRACT SERVI	007784
NOVA COMMUNICATIONS	602	11/29/16	\$38.40	E	46200	416	CONTRACT 1/1/17-12/31	REPAIR/MAINT OF	007882

CITY OF BAYPORT
MONTHLY EXPENSES 7784-7890

11/30/16 10:50 AM
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Period Name: NOVEMBER

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
TR COMPUTER SALES LLC	602	11/17/16	\$59.33	E	46200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	007848
LOFFLER BUSINESS SYST	602	11/17/16	\$34.04	E	46200	416	COPIER OVERAGE	REPAIR/MAINT OF	007830
BANYON DATA SYSTEMS	602	11/29/16	\$79.50	E	46200	416	SUPPORT FUND/PAY	REPAIR/MAINT OF	007859
TR COMPUTER SALES LLC	602	11/17/16	\$16.25	E	46200	416	NOV 2016 DATTO MTHLY	REPAIR/MAINT OF	007848
DEPT 46200 SEWER - OPERATING			<u>\$707.55</u>						
DEPT 46990 SEWER - NON-OPERATING									
METROPOLITAN COUNCIL	602	11/17/16	\$34,421.46	E	46990	434	DEC 2016 MTHLY ANNUA	STATE FEES FOR	007834
DEPT 46990 SEWER - NON-OPERAT			<u>\$34,421.46</u>						
FUND 602 SEWER			<u>\$35,129.01</u>						
FUND 803 P & Z ESCROWS									
DEPT 80055 MATTAMY MN PARTNERSHIP									
S E H	803	11/16/16	\$148.99	E	80055	301	INSPIRATION IIIB/MATT	PROF SER-ENGIN	007841
DEPT 80055 MATTAMY MN PARTNE			<u>\$148.99</u>						
DEPT 80059 ARNE GRANT/ ENG SUPPLY									
S E H	803	11/29/16	\$871.83	E	80059	301	201 2ND AVE S/ARNE GR	PROF SER-ENGIN	007884
DEPT 80059 ARNE GRANT/ ENG SU			<u>\$871.83</u>						
FUND 803 P & Z ESCROWS			<u>\$1,020.82</u>						
			<u>\$124,856.00</u>						

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: November, 2016

Printed: 11/30/2016

Page 1 of 3

Permit Number: BP2016-89	Filing Date: 11/3/2016
Parcel Address: 311 PRIMROSE PATH	BAYPORT, MN 55003
Applicant: MATTAMY HOMES MATTAMY HOMES RESIDENTIAL BUILDER	Applicant Phone: 952-215-2008
Construction Value: \$295,180.50	Total Fees: \$9,906.99

Permit Number: BP2016-91	Filing Date: 11/8/2016
Parcel Address: 100 4TH Ave. N.	BAYPORT, MN 55003
Applicant: SIMPLEX/GRINNELL FIRE SIMPLEX/GRINNELL FIRE PROTECTION SYSTEMS	Applicant Phone: 763-367-5000
Construction Value:	Total Fees: \$0.00

Pending

Permit Number: BP2016-92	Filing Date: 11/8/2016
Parcel Address: 675 3RD AVENUE NORTH	BAYPORT, MN 55003
Applicant: JTR ROOFING, INC. JTR ROOFING, INC. RESIDENTIAL BUILDER	Applicant Phone: 651-777-7394
Construction Value: \$4,545.20	Total Fees: \$120.27

Permit Number: BP2016-93	Filing Date: 11/15/2016
Parcel Address: 4 Point Road	BAYPORT, MN 55003
Applicant: FELLEGY CABINET SHOP FELLEGY CABINET SHOP RESIDENTIAL BUILDER	Applicant Phone: 612-275-2200
Construction Value: \$59,000.00	Total Fees: \$1,265.76

Permit Number: BP2016-94	Filing Date: 11/21/2016
Parcel Address: 338 5TH Ave. N.	BAYPORT, MN 55003
Applicant: J. G. HAUSE CONSTRUCTION J. G. HAUSE CONSTRUCTION RESIDENTIAL	Applicant Phone: 651-439-0189
Construction Value: \$4,300.00	Total Fees: \$196.85

Building Permit Log

For: November, 2016

Printed: 11/30/2016

Page 2 of 3

Permit Number: BP2016-96**Parcel Address:** 807 2ND Ave. N.**Applicant:** JAMIE HEGLUND
OWNER OWNER**Construction Value:** \$1,000.00**Filing Date:** 11/23/2016

BAYPORT, MN 55003

Applicant Phone:**Total Fees:** \$0.00*Pending***Permit Number:** BP2016-97**Parcel Address:** 259 PRIMROSE PATH NORTH**Applicant:** MATTAMY HOMES
MATTAMY HOMES RESIDENTIAL BUILDER**Construction Value:****Filing Date:** 11/29/2016

BAYPORT, MN 55003

Applicant Phone: 952-215-2008**Total Fees:** \$0.00*Pending***Permit Number:** MC2016-50**Parcel Address:** 471 MARINER DRIVE**Applicant:** METRO HEATING & COOLING
METRO HEATING & COOLING**Construction Value:** \$3,800.00**Filing Date:** 11/7/2016

BAYPORT, MN 55003

Applicant Phone: 651-294-7798**Total Fees:** \$80.00**Permit Number:** MC2016-51**Parcel Address:** 277 PRIMROSE PATH NORTH**Applicant:** FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.**Construction Value:** \$979.45**Filing Date:** 11/9/2016

BAYPORT, MN 55003

Applicant Phone: 651-638-3306**Total Fees:** \$80.00**Permit Number:** MC2016-52**Parcel Address:** 385 LAKE Street S.**Applicant:** METRO HEATING & COOLING
METRO HEATING & COOLING**Construction Value:** \$5,200.00**Filing Date:** 11/28/2016

BAYPORT, MN 55003

Applicant Phone: 651-294-7798**Total Fees:** \$80.00**Permit Number:** MC2016-53**Parcel Address:** 283 PRIMROSE PATH NORTH**Applicant:** FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.**Construction Value:** \$979.45**Filing Date:** 11/28/2016

BAYPORT, MN 55003

Applicant Phone: 651-638-3306**Total Fees:** \$80.00

Building Permit Log

For: November, 2016

Printed: 11/30/2016

Page 3 of 3

Permit Number: MC2016-54
Parcel Address: 285 PRIMROSE PATH NORTH
Applicant: FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.
Construction Value: \$979.45

Filing Date: 11/28/2016
BAYPORT, MN 55003
Applicant Phone: 651-638-3306
Total Fees: \$80.00

Permit Number: MC2016-55
Parcel Address: 100 4TH Ave. N.
Applicant: HORWITZ , INC
HORWITZ , INC MECHANICAL/PLUMBER
Construction Value: \$40,000.00

Filing Date: 11/29/2016
BAYPORT, MN 55003
Applicant Phone: 763-533-1900
Total Fees: \$.00

Pending

Permit Number: PL2016-41
Parcel Address: 3466 PETE MILLER COURT
Applicant: DERRICK CUSTOM HOMES, LLC
DERRICK CUSTOM HOMES, LLC RESIDENTIAL
Construction Value:

Filing Date: 11/14/2016
STILLWATER, MN 55082
Applicant Phone: 715-246-2320
Total Fees: \$1,630.00

Permit Number: PL2016-43
Parcel Address: 3518 PETE MILLER TRAIL
Applicant: DERRICK CUSTOM HOMES, LLC
DERRICK CUSTOM HOMES, LLC RESIDENTIAL
Construction Value: \$500,000.00

Filing Date: 11/21/2016
STILLWATER, MN 55082
Applicant Phone: 715-246-2320
Total Fees: \$1,630.00

Permit Number: TS2016-13
Parcel Address: 750 Highway 95 N.
Applicant: Croixdale
OWNER OWNER
Construction Value:

Filing Date: 11/3/2016
BAYPORT, MN 55003
Applicant Phone:
Total Fees: \$25.00

Permit Number: TS2016-14
Parcel Address: 293 3RD St. N.
Applicant: CAROL DUSBABEK
OWNER OWNER
Construction Value:

Filing Date: 11/10/2016
BAYPORT, MN 55003
Applicant Phone: 651-285-5638
Total Fees: \$25.00



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



City of Bayport
SPECIAL EVENT APPLICATION

Property Information

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

Applicant Information

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

Applicant/Contact Name: ARLEN GRANT 612 508 6727
 Organization/Business Name: CUB SCOUT PACK 113
 Main Phone Number: 612-508-6727 Alternate Phone Number: 612-508-7825
 Email Address: arlene @ engineered supply . com
 Address: 1286 OLDRIDGE AVE N
 City/State/Zip: STILLWATER, MN 55082

Event Information

Name or title of event: _____

Start Date: 11-19-2016 (THIS SATURDAY) Time: 9:00 AM
 End Date: 11-19-2016 Time: 12:00 PM
 Estimated attendance: 10-20 SCOUTS SCOUTS SELLING Private; invite only PUBLIC BUYING 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: _____

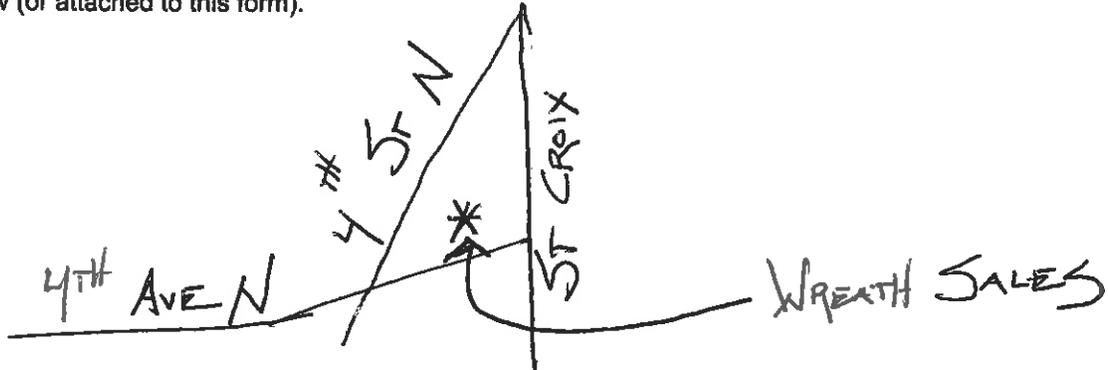
Type of equipment / activity: (Please check all that apply)

Generator Barricades/cones Tables/chairs Inflatable device/bouncy house Arbor/trellis (WREATHS)
 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: SMALL SIGN PRIOR TO EVENT These activities require a separate license or permit and fee.
SMALL FIRE RW6, IF THAT IS OKAY.

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:

[Handwritten Signature] **ARLEN GRANT**

Date: **11.14.2016**

Office Use	Amount Due	Payment	Date	Staff
Required Application Fee: Public entity/Non-profit Individual/For-profit	<input checked="" type="checkbox"/> \$15.00 <input type="checkbox"/> \$50.00	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check No. 5333	Received: 11/14/16	KJH
Rental Fees: _____ Trash receptacle(s) \$ 10.00 + tax _____ Barricade(s) \$ 10.00 + tax _____ Picnic table(s) \$ 25.00 + tax _____ Satellite toilet(s) \$100.00+ tax	<input type="checkbox"/> \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____	Received: _____	
Damage Deposit Required: <input 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 checked="" type="checkbox"/> NO	<input type="checkbox"/> \$ _____ (Down Payment)	<input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____ Additional fees will be invoiced after event.	Received: _____	
	Conditions/comments		Date	Staff
Special Event Approved: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	(14) → CC action on 12/5/16		City: _____	
Certificate of Insurance Required: <input type="checkbox"/> YES <input type="checkbox"/> NO	ON file		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: _____	



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

Date: November 30, 2016
To: Mayor and City Council
From: Sara Taylor, Assistant City Administrator / Planner
Subject: Liquor and tobacco license renewals for 2017

BACKGROUND

Liquor and tobacco licenses expire on December 31, 2016. The following establishments have submitted the required paperwork and are requesting license renewal. Also, please refer to the attachment from the Police Department regarding the status of annual compliance checks.

Establishment

License Type

Bayport BBQ – 328 5 th Ave. N.	On-sale, Sunday liquor
Bayport Liquor - 102 3 rd St. N.	Off-sale liquor
Holiday Stationstores – 174 3 rd St. N.	Tobacco
L'Etoile Du Nord Café – 320 5 th Ave. N.	On-sale, off-sale, Sunday liquor
Not Justa Bar/Café – 193 3 rd St. N.	On-sale, Sunday liquor
Wilder – 338 5 th Ave. N.	On-sale, Sunday liquor
Woody's Bar and Grill - 109 3 rd St. N.	On-sale, off-sale, Sunday liquor

It should be noted as of the date of this memo, the establishments listed below have not submitted the required paperwork to renew their licenses for 2017. However, city staff anticipates that both establishments wish to renew their licenses and will work with them to determine the status of their application prior to the City Council meeting. If the appropriate paperwork is not received by December 5, staff will provide an update regarding renewal status at the meeting.

Establishment

License Type

Hesley Jensen American Legion Post 491 - 263 3 rd St. N.	Club on-sale, Sunday liquor
Mallards – 101 5 th Ave. S.	On-sale, off-sale, Sunday liquor

RECOMMENDATION

Staff recommends the City Council adopt a motion approving the renewal of liquor and tobacco licenses for the establishments listed above for 2017.



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

Date: November 17, 2016

To: Mayor and City Council
City Administrator Logan Martin

From: Chief of Police Laura Eastman

Subject: Alcohol and Tobacco Compliance Checks

BACKGROUND

The following alcohol and tobacco compliance checks were completed in November:

- American Legion Post #491 – Pass
- Bayport BBQ – Pass
- Bayport Liquors – Pass
- L'Etoile Du Nord Cafe – Pass
- Holiday Gas Station (tobacco only) – Pass
- Mallards on the St. Croix – Pass
- Not Justa Bar – Pass
- The Wilder Scratch Kitchen – Pass
- Woody's Bar and Grill – *Fail*. 1st warning, administrative fine assessed, preventative/educational measures addressed. Passed second check.

RECOMMENDATION

I recommend a renewal of each license at this time with the above corrections in reference to Woody's Bar and Grill.



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

Date: December 5, 2016
To: Mayor and City Council
From: Logan Martin, City Administrator
Subject: Non-unionized employee paid holiday hours for 2017

BACKGROUND

The city establishes paid holiday hours for employees to observe designated federal holidays. To be consistent with state law, the city's union contracts, and the designated holidays observed by the Washington County Government Center, the city is suggesting the following holidays for 2017:

New Year's Day	Monday, January 2 (observed)	10 hours
Martin Luther King Jr. Day	Monday, January 16	10 hours
Presidents' Day	Monday, February 20	10 hours
Memorial Day	Monday, May 29	10 hours
Independence Day	Tuesday, July 4	10 hours
Labor Day	Monday, September 4	10 hours
Columbus Day	Monday, October 9	10 hours
Thanksgiving Day	Thursday, November 24	10 hours
Christmas Eve Day	Monday, December 25 (observed)	10 hours
Christmas Day	Tuesday, December 26 (observed)	6 hours

RECOMMENDATION

Staff recommends the City Council adopt a motion to approve the employee paid holiday hours listed above for 2017.

November 23, 2016

Mayor St. Ores
Bayport City Hall
294 N 3rd St
Bayport, MN 55003

Dear Mayor St. Ores,

The purpose of this letter is to request re-appointment to my final term as a member of the Bayport Public Library Board of Trustees.

I have seen several big changes over my last two terms and am excited to see what the future holds for this valuable resource in our City.

Thank you for your consideration,


Erin M. Crowder

Bayport Public Library



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

October 27, 2016

Mayor Susan St. Ores
Bayport City Council
Bayport City Hall
294 N. Third St.
Bayport, MN 55003

Dear Mayor St. Ores and Bayport City Council members,

Please consider this letter my request to serve another three-year term on the Bayport Public Library Board. I have been a board member since January of 2014, and I have been honored to serve my community in this role.

The Bayport Library continues to be a pillar of our community, a place where citizens are welcomed and expected. It is a vibrant and engaging place in our city, and I look forward to its continued success.

Thank you for considering my re-appointment,


Sara Wagner

cc: Bayport Public Library Board

October27, 2016

Dear Mayor St Ores and Bayport City Council Members:

Please consider this letter my request to serve an additional three year term on the Bayport Public Library Board. I have been honored to serve on the Board for the last six years. During this time the Board has successfully transitioned the Library Director position and guided enhancements of the Library services to the community. I ask for the opportunity to continue my support for future enhancements to the services through my request to be reappointed for an additional term.

Thank you for consideration of my request.

Linda Walters



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

DATE: November 29, 2016
TO: Mayor and City Council
FROM: Logan Martin, City Administrator
Sara Taylor, Assistant City Administrator/Planner
RE: Reappointment of Coleen Siegfried to the Planning Commission

BACKGROUND

The term of Planning Commission member Coleen Siegfried expires December 31, 2016. We are pleased to announce that Coleen has submitted a letter expressing interest in serving another term and staff is supportive of her request for reappointment.

RECOMMENDATION

Staff recommends the City Council adopt a motion reappointing Coleen Siegfried to the Planning Commission for a three-year term to expire December 31, 2019.



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

Date: November 29, 2016
To: Mayor and City Council
From: Logan Martin, City Administrator
Subject: Appointment of Assistant City Administrator Sara Taylor as Interim City Administrator effective January 2, 2017

BACKGROUND

As you know, my employment with the City of Bayport will cease January 2, 2017, as I have accepted an employment offer with the City of Rosemont. Until the city hires a replacement for the City Administrator position, the City Council has requested Assistant City Administrator Sara Taylor serve as Interim City Administrator.

For the benefit of both the city and the employee, City Attorney Andy Pratt recommends the city execute a written agreement that defines the duration, expectations, and compensation for the Interim City Administrator position. It should be noted that such an agreement was drafted and approved by the City Council in 2013 for Sara to perform interim duties at that time. Upon approval, I will work with Attorney Pratt to update and execute an Interim City Administrator agreement consistent with the agreement approved by the City Council in 2013. It is recommended that compensation is set at Grade 14, Step 4 for the duration of her term as Interim City Administrator, which is consistent with the rate of the current City Administrator.

RECOMMENDATION

Staff recommends the City Council adopt a motion appointing Assistant City Administrator Sara Taylor as Interim City Administrator and authorizing the execution of a written agreement to perform the duties of the position effective January 2, 2017.



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

Date: November 22, 2016
To: Mayor and City Council
Logan Martin, City Administrator
From: Wanda Madsen, Finance Officer
Subject: **Budgeted Fund Transfers for 2016**

BACKGROUND

In the 2016 budget, the city budgeted for the following fund transfers:

- Transferring \$5,000.00 from the city's Water Department Fund # 601 to the city's Public Works Equipment Replacement Fund # 101 (203), effective December 31, 2016.
- Transferring \$35,000 from the city's Sewer Department Fund # 602 to the city's Public Works Equipment Replacement Fund # 101 (203), effective December 31, 2016.
- Transferring \$1,000.00 from the city's Water Department Fund # 601 to the city's Municipal Buildings Maintenance Fund # 101 (415), effective December 31, 2016.
- Transferring \$1,000.00 from the city's Sewer Department Fund # 602 to the city's Municipal Buildings Maintenance Fund # 101 (415), effective December 31, 2016.
- Transferring \$475.00 from the city's Water Department Fund # 601 to the city's Office Automation Fund # 101 (414), effective December 31, 2016.
- Transferring \$475.00 from the city's Sewer Department Fund # 602 to the city's Office Automation Fund # 101 (414), effective December 31, 2016.

RECOMMENDATION

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



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

City of Bayport
DONATION INFORMATION FORM

Donor Information	<input type="checkbox"/> City Resident / Business	<input checked="" type="checkbox"/> Nonresident	<input type="checkbox"/> Other
Name: <u>David + Maria Reamer</u>			
Main Phone Number:		Alternate Phone Number:	
Email Address:			
Address: <u>1303 So. 3rd Street</u>			
City/State/Zip: <u>Stillwater, MN 55082</u>			
Organization Name (if applicable):			

Donation Information	
<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>500.00</u> for	<input type="checkbox"/> Cemetery <input type="checkbox"/> General Fund <input type="checkbox"/> Parks
	<input checked="" type="checkbox"/> Fire Dept. <input type="checkbox"/> Police Dept.
Engraved text on bench plaque shall read as follows: <i>(Please print and refer to examples on reverse)</i>	
<u>For Airboat</u>	

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

Office Use	
Staff notes: <i>(Include requested placement location)</i>	
Donation amount received: <u>\$500.00</u>	Date received: <u>11/28/16</u>
Payment method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <u>11873</u>	Received by: <u>K. Nuytel</u>



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

City of Bayport
DONATION INFORMATION FORM

Donor Information	<input type="checkbox"/> City Resident / Business	<input checked="" type="checkbox"/> Nonresident	<input type="checkbox"/> Other
Name: <u>Cate's Fine Homes</u>			
Main Phone Number:		Alternate Phone Number:	
Email Address:			
Address: <u>2000 Industrial Blvd.</u>			
City/State/Zip: <u>Stillwater, mn 55082</u>			
Organization Name (if applicable):			

Donation Information	
<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>500.00</u> for <input type="checkbox"/> Cemetery <input type="checkbox"/> General Fund <input type="checkbox"/> Parks <input checked="" type="checkbox"/> Fire Dept. <input type="checkbox"/> Police Dept.	
Engraved text on bench plaque shall read as follows: (Please print and refer to examples on reverse) <u>For airboat</u>	

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

Office Use	
Staff notes: (Include requested placement location)	
Donation amount received:	Date received: <u>1/28/16</u>
Payment method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <u>21400</u>	Received by: <u>K. Neftel</u>



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

City of Bayport
DONATION INFORMATION FORM

Donor Information	<input checked="" type="checkbox"/> City Resident / Business	<input type="checkbox"/> Nonresident	<input type="checkbox"/> Other
Name:	Bayport Transmission + Auto Care		
Main Phone Number:	651-351-3904	Alternate Phone Number:	
Email Address:			
Address:	120 3rd Street So.		
City/State/Zip:	Bayport, MN 55003		
Organization Name (if applicable):			

Donation Information
<input type="checkbox"/> Bench with dedication plaque - \$1,000.00 <input type="checkbox"/> City newsletter - \$50.00 / \$100.00 / \$250.00 <input type="checkbox"/> Picnic table - \$1,500.00 <input type="checkbox"/> Tree - \$250.00 <input type="checkbox"/> Bike rack - \$500.00 <input type="checkbox"/> Flag - \$150.00 <input type="checkbox"/> Flower planter - \$500.00 <input type="checkbox"/> Waste receptacle - \$500.00
<input checked="" type="checkbox"/> Monetary donation of \$ <u>1,315.86</u> for <input type="checkbox"/> Cemetery <input type="checkbox"/> General Fund <input type="checkbox"/> Parks (Service) <input checked="" type="checkbox"/> Fire Dept.* <input type="checkbox"/> Police Dept.
Engraved text on bench plaque shall read as follows: <i>(Please print and refer to examples on reverse)</i> * Parts and labor for air boat

Donor Acknowledgement and Signature
<p>I understand that as the designated donor, this donation will be designated for city department use or used toward the purchase of the item, as specified above. I also understand that depending on availability, lead time, and weather conditions; it could take up to one (1) year to install an item. However, the city will make every effort to complete the installation as soon as possible. I also understand that the city has been given only an approximate size for the dedication plaque. Hence, if I have selected to donate funds for a bench, the city has my permission to format and size the text above accordingly, in order to fit the text on the plaque. Should it be necessary to change any of the text content for any reason, I am aware that I will be contacted by the city.</p>
Signature: _____ Date: <u>10/3/16</u>

Office Use
Staff notes: <i>(Include requested placement location)</i>
Donation amount received: _____ Date received: _____ Payment method: <input type="checkbox"/> Cash <input type="checkbox"/> Check Received by: _____



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

City of Bayport
DONATION INFORMATION FORM

Donor Information	<input type="checkbox"/> City Resident / Business	<input checked="" type="checkbox"/> Nonresident	<input type="checkbox"/> Other
Name: Julie Maidment			
Main Phone Number:		Alternate Phone Number:	
Email Address:			
Address:			
City/State/Zip: Lake Elmo, MN			
Organization Name (if applicable):			

Donation Information	
<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 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 checked="" type="checkbox"/> Police Dept.	
Engraved text on bench plaque shall read as follows: <i>(Please print and refer to examples on reverse)</i> \$800 treadmill to Police Dept.	

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

Office Use	
Staff notes: <i>(Include requested placement location)</i>	
Donation amount received:	Date received: November 2016
Payment method: <input type="checkbox"/> Cash <input type="checkbox"/> Check	Received by: S. Eastman

PROJECT APPLICATION AND PROJECT CERTIFICATE FOR PAYMENT

AIA DOCUMENT G723/CMA

PAGE ONE OF SEVEN PAGES

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:

16

Distribution to:

OWNER

PERIOD TO:

09/30/16

PROJECT NO:

1521030-02

CONSTRUCTION

MANAGER

ARCHITECT

ATTENTION:

PROJECT APPLICATION FOR PAYMENT

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

1. TOTAL CONTRACT SUMS (Item A Totals)	\$ 3,791,641.00
2. Total Net Changes by Change Orders (Item B Totals)	\$ 383,809.25
3. TOTAL CONTRACT SUM TO DATE (Item C Totals)	\$ 4,175,450.25
4. TOTAL COMPLETED & STORED TO DATE (Item F Totals)	\$ 4,135,233.05
5. RETAINAGE (Item H Totals)	\$ 81,634.21
6. LESS PREVIOUS TOTAL PAYMENTS (Item I Totals)	\$ 4,017,333.29
7. CURRENT PAYMENT DUE (Item J Totals)	\$ 36,265.55

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 Contractor is entitled to payment of the AMOUNT CERTIFIED.



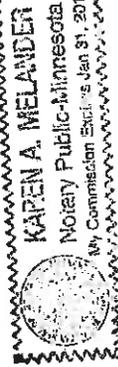
TOTAL OF AMOUNTS CERTIFIED \$ 36,265.55

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: *[Signature]*
State of: Minnesota
County of: Anoka
Subscribed and sworn to before me this 12th day of October, 2016

Date: 10/12/16



Notary Public: *[Signature]*
My Commission expires: January 31, 2019

CONSTRUCTION MANAGER: Kraus-Anderson Construction Company

By: *[Signature]*

ARCHITECT: Leo A. Daly

Date: 10/12/16

Date:

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

PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

PAGE TWO OF SEVEN PAGES

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

APPLICATION NO: 16
 APPLICATION DATE: 10/1/2016
 PERIOD FROM: 9/1/2016
 TO: 9/30/2016
 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
	PORTION OF WORK		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										
ORDERS TO DATE		\$347.00		\$10,300.00		\$3,802.01		\$6,150.00	\$20,599.01	\$383,809.25
C CONTRACT SUM TO DATE		\$14,930.00		\$262,300.00		\$41,217.01		\$172,030.00	\$490,477.01	\$4,175,450.25
D WORK IN PLACE TO DATE		\$14,930.00		\$262,300.00		\$41,217.01		\$172,030.00	\$490,477.01	\$4,135,233.05
E STORED MATERIALS (Not in D or I)		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
F TOTAL COMPLETED & STORED TO DATE (D+E)		\$14,930.00		\$262,300.00		\$41,217.01		\$172,030.00	\$490,477.01	\$4,135,233.05
G RETAINAGE PERCENTAGE		0%		0%		0%		0%	5%	5%
H RETAINAGE AMOUNT		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$81,634.21
I PREVIOUS PAYMENTS		\$14,930.00		\$262,300.00		\$41,217.01		\$172,030.00	\$490,477.01	\$4,017,333.29
J CURRENT PAYMENT DUE (F-H-I)		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$36,265.55
K BALANCE TO FINISH (C-F)		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00	\$40,217.20
L PERCENT COMPLETE (F+C)		100%		100%		100%		100%	100%	99%

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G723/CMa-1991

PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

PAGE THREE OF SEVEN PAGES

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

APPLICATION NO: 16
 APPLICATION DATE: 10/1/2016
 PERIOD FROM: 9/1/2016
 TO: 9/30/2016
 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	\$19,768.00	\$0.00	\$60,855.33	\$25,896.00	\$119,155.33
C CONTRACT SUM TO DATE	\$154,636.00	\$56,268.00	\$6,053.00	\$530,455.33	\$879,696.00	\$1,627,108.33
D WORK IN PLACE TO DATE	\$154,636.00	\$56,268.00	\$0.00	\$530,455.33	\$879,696.00	\$1,621,055.33
E STORED MATERIALS (Not in D or I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$154,636.00	\$56,268.00	\$0.00	\$530,455.33	\$879,696.00	\$1,621,055.33
G RETAINAGE PERCENTAGE	0%	0%	5%	5%	0%	5%
H RETAINAGE AMOUNT	\$0.00	\$0.00	\$0.00	\$26,522.77	\$0.00	\$26,522.77
I PREVIOUS PAYMENTS	\$154,636.00	\$56,268.00	\$0.00	\$503,932.56	\$879,696.00	\$1,594,532.56
J CURRENT PAYMENT DUE (F-H-I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$6,053.00	\$0.00	\$0.00	\$6,053.00
L PERCENT COMPLETE (F+C)	100%	100%	0%	100%	100%	100%

G723/CMa-1991

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PROJECT APPLICATION SUMMARY

ALA Document G723/CMa

PAGE FOUR OF SEVEN PAGES

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

APPLICATION NO: 16
 APPLICATION DATE: 10/1/2016
 PERIOD FROM: 9/1/2016
 TO: 9/30/2016
 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME PORTION OF WORK	Horwitz, Inc Mechanical WS 22-A	Kendell Doors, Inc Doors, Frames, Hdwr WS 08-A	Miller Excavating, Inc. Earthwork & Utilities WS 31-A	Molin Concrete Products Company Structural Precast WS 03-B	Northland Paving Asphalt Paving WS 32-A	TOTALS THIS PAGE
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	\$136,411.00	\$11,369.94	\$9,955.20	\$0.00	\$7,300.00	\$165,036.14
C CONTRACT SUM TO DATE	\$725,311.00	\$73,946.94	\$258,604.20	\$21,834.00	\$97,300.00	\$1,176,996.14
D WORK IN PLACE TO DATE	\$725,311.00	\$73,946.94	\$226,440.00	\$21,834.00	\$97,300.00	\$1,144,831.94
E STORED MATERIALS (Not in D or I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$725,311.00	\$73,946.94	\$226,440.00	\$21,834.00	\$97,300.00	\$1,144,831.94
G RETAINAGE PERCENTAGE	0%	5%	5%	5%	0%	5%
H RETAINAGE AMOUNT	\$0.00	\$3,697.35	\$11,322.00	\$1,091.70	\$0.00	\$16,111.05
I PREVIOUS PAYMENTS	\$689,045.45	\$70,249.59	\$215,118.00	\$20,742.30	\$97,300.00	\$1,092,455.34
J CURRENT PAYMENT DUE (F-H-I)	\$36,265.55	\$0.00	\$0.00	\$0.00	\$0.00	\$36,265.55
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$32,164.20	\$0.00	\$0.00	\$32,164.20
L PERCENT COMPLETE (F-C)	100%	100%	88%	100%	100%	97%

G723/CMa-1991

AIA DOCUMENT G723/CMa - PROJECT APPLICATION SUMMARY - 1981 EDITION - AIA 01681
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PROJECT APPLICATION SUMMARY
AIA Document G723/CMa

PAGE FIVE OF SEVEN PAGES

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

APPLICATION NO: 16
 APPLICATION DATE: 10/1/2016
 PERIOD FROM: 9/1/2016
 TO: 9/30/2016
 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME PORTION OF WORK	Overhead Door Company of the Northland Special Doors WS 08-C	Peterson Companies, Inc. Fencing WS 32-C	Quality Drywall Midwest Drywall WS 09-A	Red Cedar Steel Erectors Structural Steel Erection WS 05-A	Relling Construction Company Inc. Carpentry WS 06-A	TOTALS THIS PAGE
A ORIGINAL CONTRACT SUM	\$72,207.00	\$14,000.00	\$163,000.00	\$122,700.00	\$244,742.00	\$616,649.00
B NET CHANGE ORDERS TO DATE	\$2,337.00	\$0.00	\$46,857.00	\$1,130.00	\$11,888.58	\$62,212.58
C CONTRACT SUM TO DATE	\$74,544.00	\$14,000.00	\$209,857.00	\$123,830.00	\$256,630.58	\$678,861.58
D WORK IN PLACE TO DATE	\$74,544.00	\$14,000.00	\$209,857.00	\$123,830.00	\$254,630.58	\$676,861.58
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)	\$74,544.00	\$14,000.00	\$209,857.00	\$123,830.00	\$254,630.58	\$676,861.58
G RETAINAGE PERCENTAGE	5%	5%	5%	5%	5%	5%
H RETAINAGE AMOUNT	\$8,727.20	\$0.00	\$10,492.85	\$0.00	\$12,731.53	\$31,951.58
I PREVIOUS PAYMENTS	\$65,816.80	\$14,000.00	\$199,364.15	\$123,830.00	\$241,899.05	\$644,910.00
J CURRENT PAYMENT DUE (F-H-I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
L PERCENT COMPLETE (F+C)	100%	100%	100%	100%	99%	100%

G723/CMa-1991

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PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

PAGE SIX OF SEVEN PAGES

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

APPLICATION NO: 16
 APPLICATION DATE: 10/1/2016
 PERIOD FROM: 9/1/2016
 TO: 9/30/2016
 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME	Right Way Caulking, Inc.	S & J Contracting	Steinbrecher Painting, Inc.	Superior Tile & Terrazzo, Inc.	Twin City Acoustics, Inc.	TOTALS THIS PAGE
A ORIGINAL CONTRACT SUM	\$17,200.00	\$22,606.00	\$53,500.00	\$16,575.00	\$9,920.00	\$119,801.00
B NET CHANGE	\$568.00	\$0.00	\$2,640.00	\$850.00	\$5,183.19	\$9,241.19
C CONTRACT SUM TO DATE	\$17,768.00	\$22,606.00	\$56,140.00	\$17,425.00	\$15,103.19	\$129,042.19
D WORK IN PLACE TO DATE	\$17,768.00	\$22,606.00	\$56,140.00	\$17,425.00	\$15,103.19	\$129,042.19
E STORED MATERIALS (Not in D or I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$17,768.00	\$22,606.00	\$56,140.00	\$17,425.00	\$15,103.19	\$129,042.19
G RETAINAGE PERCENTAGE	5%	5%	5%	5%	5%	5%
H RETAINAGE AMOUNT	\$888.40	\$0.00	\$2,807.00	\$0.00	\$755.16	\$4,450.56
I PREVIOUS PAYMENTS	\$16,879.60	\$22,606.00	\$53,333.00	\$17,425.00	\$14,348.03	\$124,591.63
J CURRENT PAYMENT DUE (F-H-I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
L PERCENT COMPLETE (F+C)	100%	100%	100%	100%	100%	100%

G723/CMa-1991

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PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

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APPLICATION NO: 16
 APPLICATION DATE: 10/1/2016
 PERIOD FROM: 9/1/2016
 TO: 9/30/2016
 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME	TMI Coatings, Inc.	Urban Companies, LLC			TOTALS THIS PAGE
PORTION OF WORK	Fluid Applied Flooring WS 09-G	Landscaping WS 32-B			
A ORIGINAL CONTRACT SUM	\$21,000.00	\$44,400.00	\$0.00	\$0.00	\$65,400.00
B NET CHANGE ORDERS TO DATE	\$0.00	\$7,565.00	\$0.00	\$0.00	\$7,565.00
C CONTRACT SUM TO DATE	\$21,000.00	\$51,965.00	\$0.00	\$0.00	\$72,965.00
D WORK IN PLACE TO DATE	\$21,000.00	\$51,965.00	\$0.00	\$0.00	\$72,965.00
E STORED MATERIALS (Not in D or I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$21,000.00	\$51,965.00	\$0.00	\$0.00	\$72,965.00
G RETAINAGE PERCENTAGE	0%	5%	5%	5%	5%
H RETAINAGE AMOUNT	\$0.00	\$2,598.25	\$0.00	\$0.00	\$2,598.25
I PREVIOUS PAYMENTS	\$21,000.00	\$49,366.75	\$0.00	\$0.00	\$70,366.75
J CURRENT PAYMENT DUE (F-H-I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
L PERCENT COMPLETE (F+C)	100%	100%			100%

G723/CMa-1991

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PROJECT APPLICATION AND PROJECT CERTIFICATE FOR PAYMENT
AIA DOCUMENT G723/CMa

PAGE ONE OF SEVEN PAGES

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: 17

Distribution to:

PERIOD TO: 11/30/16

OWNER

PROJECT NO: 1521030-02

CONSTRUCTION

MANAGER

ARCHITECT

ATTENTION:

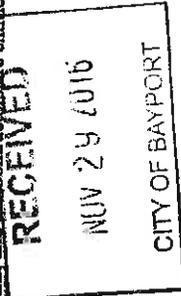
PROJECT APPLICATION FOR PAYMENT

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

1. TOTAL CONTRACT SUMS (Item A Totals)	\$ 3,791,641.00
2. Total Net Changes by Change Orders (Item B Totals)	\$ 376,884.39
3. TOTAL CONTRACT SUM TO DATE (Item C Totals)	\$ 4,168,525.39
4. TOTAL COMPLETED & STORED TO DATE (Item F Totals)	\$ 4,130,308.19
5. RETAINAGE (Item H Totals)	\$ 63,497.43
6. LESS PREVIOUS TOTAL PAYMENTS (Item I Totals)	\$ 4,033,598.84
7. CURRENT PAYMENT DUE (Item J Totals)	\$ 132,126.55

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.



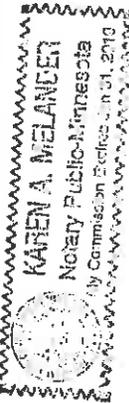
TOTAL OF AMOUNTS CERTIFIED \$ 13,211.92

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:

Date: 11/28/16

State of: Minnesota
 County of: Anoka



Subscribed and sworn to before me this 28th day of November, 2016

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

CONSTRUCTION MANAGER: Kraus-Anderson Construction Company

By: *[Signature]* **Date:** 11/28/16

ARCHITECT: Leo A. Daly

By: _____ **Date:** _____

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

PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

PAGE TWO OF SEVEN PAGES

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

APPLICATION NO: 17
 APPLICATION DATE: 12/1/2016
 PERIOD FROM: 10/1/2016
 TO: 11/30/2016
 PROJECT NOS: 1521030

City of Bayport New Fire Station

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

CONTRACTOR'S NAME	Acoustic Associates, Inc.		Amery Welding		Arrow Building Center		Atomic Architectural Sheet Metal, Inc.		TOTALS THIS PAGE	PROJECT TOTALS
	Flooring WS 09-D		Structural Steel Material WS 05-A		Wood Windows WS 08-F		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 ORDERS TO DATE	\$347.00		\$10,300.00		\$3,802.01		\$6,150.00		\$20,599.01	\$376,884.39
C CONTRACT SUM TO DATE	\$14,930.00		\$262,300.00		\$41,217.01		\$172,030.00		\$490,477.01	\$4,168,525.39
D WORK IN PLACE TO DATE	\$14,930.00		\$262,300.00		\$41,217.01		\$172,030.00		\$490,477.01	\$4,130,308.19
E STORED MATERIALS (Not in D or I)	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$14,930.00		\$262,300.00		\$41,217.01		\$172,030.00		\$490,477.01	\$4,130,308.19
G RETAINAGE PERCENTAGE	0%		0%		0%		0%		5%	5%
H RETAINAGE AMOUNT	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$63,497.43
I PREVIOUS PAYMENTS	\$14,930.00		\$262,300.00		\$41,217.01		\$172,030.00		\$490,477.01	\$4,053,598.84
J CURRENT PAYMENT DUE (E-H-I)	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$13,211.92
K BALANCE TO FINISH (C-F)	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$38,217.20
L PERCENT COMPLETE (F+C)	100%		100%		100%		100%		100%	99%

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PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

PAGE THREE OF SEVEN PAGES

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APPLICATION NO: 17
 APPLICATION DATE: 12/1/2016
 PERIOD FROM: 10/1/2016
 TO: 11/30/2016
 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	\$36,300.00	\$6,053.00	\$469,600.00	\$853,800.00	\$1,507,953.00
B NET CHANGE ORDERS TO DATE	\$12,636.00	\$19,768.00	\$0.00	\$60,855.33	\$25,896.00	\$119,155.33
C CONTRACT SUM TO DATE	\$154,636.00	\$56,268.00	\$6,053.00	\$530,455.33	\$879,696.00	\$1,627,108.33
D WORK IN PLACE TO DATE	\$154,636.00	\$56,268.00	\$0.00	\$530,455.33	\$879,696.00	\$1,621,055.33
E STORED MATERIALS (Not in D or I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$154,636.00	\$56,268.00	\$0.00	\$530,455.33	\$879,696.00	\$1,621,055.33
G RETAINAGE PERCENTAGE		0%	5%	5%	0%	5%
H RETAINAGE AMOUNT	\$0.00	\$0.00	\$0.00	\$26,522.77	\$0.00	\$26,522.77
I PREVIOUS PAYMENTS	\$154,636.00	\$56,268.00	\$0.00	\$503,932.56	\$879,696.00	\$1,594,532.56
J CURRENT PAYMENT DUE (F-H-I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$6,053.00	\$0.00	\$0.00	\$6,053.00
L PERCENT COMPLETE (F+C)	100%	100%	0%	100%	100%	100%

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PROJECT APPLICATION SUMMARY
AIA Document G723/CMa

PAGE FOUR OF SEVEN PAGES

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APPLICATION NO: 17
 APPLICATION DATE: 12/1/2016
 PERIOD FROM: 10/1/2016
 TO: 11/30/2016
 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME	Kendell Doors, Inc	Miller Excavating, Inc.	Molin Concrete Products Company	Northland Paving		TOTALS THIS PAGE
				Doors, Frames, Hdwr WS 08-A	Earthwork & Utilities WS 31-A	
A ORIGINAL CONTRACT SUM	\$588,900.00	\$248,649.00	\$21,834.00	\$90,000.00	\$1,011,960.00	
B NET CHANGE						
C CONTRACT SUM TO DATE	\$136,411.00	\$9,955.20	\$0.00	\$7,300.00	\$165,036.14	
D WORK IN PLACE TO DATE	\$725,311.00	\$258,604.20	\$21,834.00	\$97,300.00	\$1,176,996.14	
E STORED MATERIALS (Not in D or I)	\$725,311.00	\$226,440.00	\$21,834.00	\$97,300.00	\$1,144,831.94	
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
G RETAINAGE PERCENTAGE	\$725,311.00	\$226,440.00	\$21,834.00	\$97,300.00	\$1,144,831.94	
H RETAINAGE AMOUNT	0%	5%	5%	0%	5%	
I PREVIOUS PAYMENTS	\$0.00	\$11,322.00	\$1,091.70	\$0.00	\$16,111.05	
J CURRENT PAYMENT DUE (F-H-I)	\$725,311.00	\$215,118.00	\$20,742.30	\$97,300.00	\$1,128,720.89	
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
L PERCENT COMPLETE (F+C)	100%	88%	100%	100%	97%	

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PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

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APPLICATION NO: 17
 APPLICATION DATE: 12/1/2016
 PERIOD FROM: 10/1/2016
 TO: 11/30/2016
 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME PORTION OF WORK	Overhead Door Company of the Northland Special Doors WS 08-C		Peterson Companies, Inc. Fencing WS 32-C		Quality Drywall Midwest Drywall WS 09-A		Red Cedar Steel Erectors Structural Steel Erection WS 05-A		Reiling Construction Company Inc. Carpentry WS 06-A		TOTALS THIS PAGE
	CONTRACT SUM	PERCENTAGE	CONTRACT SUM	PERCENTAGE	CONTRACT SUM	PERCENTAGE	CONTRACT SUM	PERCENTAGE	CONTRACT SUM	PERCENTAGE	
A ORIGINAL CONTRACT SUM	\$72,207.00		\$14,000.00		\$163,000.00		\$123,700.00		\$244,742.00		\$616,649.00
B NET CHANGE ORDERS TO DATE	\$2,337.00		\$0.00		\$46,857.00		\$1,130.00		\$4,963.72		\$55,287.72
C CONTRACT SUM TO DATE	\$74,544.00		\$14,000.00		\$209,857.00		\$123,830.00		\$249,705.72		\$671,936.72
D WORK IN PLACE TO DATE	\$74,544.00		\$14,000.00		\$209,857.00		\$123,830.00		\$249,705.72		\$671,936.72
E STORED MATERIALS (Not in D or I)	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$74,544.00		\$14,000.00		\$209,857.00		\$123,830.00		\$249,705.72		\$671,936.72
G RETAINAGE PERCENTAGE	5%		5%		5%		5%		0%		5%
H RETAINAGE AMOUNT	\$8,727.20		\$0.00		\$10,492.85		\$0.00		\$0.00		\$19,220.05
I PREVIOUS PAYMENTS	\$65,816.80		\$14,000.00		\$199,364.15		\$123,830.00		\$241,899.03		\$644,910.00
J CURRENT PAYMENT DUE (F-H-I)	\$0.00		\$0.00		\$0.00		\$0.00		\$7,806.67		\$7,806.67
K BALANCE TO FINISH (C-F)	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
L PERCENT COMPLETE (F+C)	100%		100%		100%		100%		100%		100%

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G723/CMa-1991

PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

PAGE SIX OF SEVEN PAGES

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APPLICATION NO: 17
 APPLICATION DATE: 12/1/2016
 PERIOD FROM: 10/1/2016
 TO: 11/30/2016
 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME	Right Way Caulking, Inc.	S & J Contracting	Steinbrecher Painting, Inc.	Superior Tile & Terrazzo, Inc.	Twin City Acoustics, Inc.	TOTALS THIS PAGE
A ORIGINAL CONTRACT SUM	\$17,200.00	\$22,606.00	\$53,500.00	\$16,575.00	\$9,920.00	\$119,801.00
B NET CHANGE ORDERS TO DATE	\$568.00	\$0.00	\$2,640.00	\$850.00	\$5,183.19	\$9,241.19
C CONTRACT SUM TO DATE	\$17,768.00	\$22,606.00	\$56,140.00	\$17,425.00	\$15,103.19	\$129,042.19
D WORK IN PLACE TO DATE	\$17,768.00	\$22,606.00	\$56,140.00	\$17,425.00	\$15,103.19	\$129,042.19
E STORED MATERIALS (Not in D or I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$17,768.00	\$22,606.00	\$56,140.00	\$17,425.00	\$15,103.19	\$129,042.19
G RETAINAGE PERCENTAGE	5%	5%	0%	5%	5%	5%
H RETAINAGE AMOUNT	\$888.40	\$0.00	\$0.00	\$0.00	\$755.16	\$1,643.56
I PREVIOUS PAYMENTS	\$16,879.60	\$22,606.00	\$53,333.00	\$17,425.00	\$14,348.03	\$124,591.63
J CURRENT PAYMENT DUE (F-H-I)	\$0.00	\$0.00	\$2,807.00	\$0.00	\$0.00	\$2,807.00
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
L PERCENT COMPLETE (F+C)	100%	100%	100%	100%	100%	100%

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PROJECT APPLICATION SUMMARY

ALA Document G723/CMa

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APPLICATION NO: 17
 APPLICATION DATE: 12/1/2016
 PERIOD FROM: 10/1/2016
 TO: 11/30/2016
 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME	TMI Coatings, Inc.	Urban Companies, LLC			TOTALS THIS PAGE
PORTION OF WORK	Fluid Applied Flooring WS 09-G	Landscaping WS 32-B			
A ORIGINAL CONTRACT SUM	\$21,000.00	\$44,400.00	\$0.00	\$0.00	\$65,400.00
B NET CHANGE ORDERS TO DATE	\$0.00	\$7,565.00	\$0.00	\$0.00	\$7,565.00
C CONTRACT SUM TO DATE	\$21,000.00	\$51,965.00	\$0.00	\$0.00	\$72,965.00
D WORK IN PLACE TO DATE	\$21,000.00	\$51,965.00	\$0.00	\$0.00	\$72,965.00
E STORED MATERIALS (Not in D or I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$21,000.00	\$51,965.00	\$0.00	\$0.00	\$72,965.00
G RETAINAGE PERCENTAGE	0%	0%	5%	5%	5%
H RETAINAGE AMOUNT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I PREVIOUS PAYMENTS	\$21,000.00	\$49,366.75	\$0.00	\$0.00	\$70,366.75
J CURRENT PAYMENT DUE (F-H-I)	\$0.00	\$2,598.25	\$0.00	\$0.00	\$2,598.25
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
L PERCENT COMPLETE (F+C)	100%	100%			100%

G723/CMa-1991

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PROJECT APPLICATION AND PROJECT CERTIFICATE FOR PAYMENT

AIA DOCUMENT G722/CMA

PAGE ONE OF SEVEN PAGES

TO OWNER:

City of Bayport
 294 North Third Street
 Bayport, MN 55003

PROJECT:

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

APPLICATION NO: 18

PERIOD TO: 11/30/16

PROJECT NO: 1521030-02

Distribution to:

OWNER	
CONSTRUCTION MANAGER	
ARCHITECT	

ATTENTION:

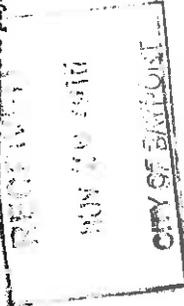
PROJECT APPLICATION FOR PAYMENT

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

1. TOTAL CONTRACT SUMS (Item A Totals)	\$ 3,791,641.00
2. Total Net Changes by Change Orders (Item B Totals)	\$ 386,524.39
3. TOTAL CONTRACT SUM TO DATE (Item C Totals)	\$ 4,178,165.39
4. TOTAL COMPLETED & STORED TO DATE (Item F Totals)	\$ 4,139,948.19
5. RETAINAGE (Item H Totals)	\$ 26,481.81
6. LESS PREVIOUS TOTAL PAYMENTS (Item I Totals)	\$ 4,066,910.76
7. CURRENT PAYMENT DUE (Item J Totals)	\$ 46,655.62

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 \$ 46,655.62

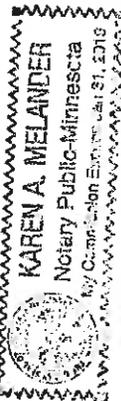
The undersigned Construction Manager certifies that to the best of the Construction Manager's knowledge, information and belief of this Project Application for Payment is an accurate compilation of the Contractors' Applications for Payment, attached hereto.

CONSTRUCTION MANAGER: Kraus-Anderson Construction Company

By: *Leo A. Daly* Date: 11/29/16

CONSTRUCTION MANAGER:

By: *Karen A. Melander* Date: 11/29/16



State of: Minnesota
 County of: Anoka
 Subscribed and sworn to before me this 29th day of November, 2016

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

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

PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

PAGE TWO OF SEVEN PAGES

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

APPLICATION NO: 18
 APPLICATION DATE: 12/1/2016
 PERIOD FROM: 10/1/2016
 TO: 11/30/2016
 PROJECT NOS: 1521030

City of Bayport New Fire Station

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

CONTRACTOR'S NAME	Acoustic Associates, Inc.		Amery Welding		Arrow Building Center		Atomic Architectural Sheet Metal, Inc.		TOTALS THIS PAGE	PROJECT TOTALS
	PORTION OF WORK	Flooring WS 09-D	Structural Steel Material WS 05-A	Wood Windows WS 08-F	Metal Panels WS 07-A	TOTALS THIS PAGE	PROJECT TOTALS			
A ORIGINAL CONTRACT SUM		\$14,583.00	\$252,000.00	\$37,415.00	\$165,880.00			\$469,878.00	\$3,791,641.00	
B NET CHANGE ORDERS TO DATE		\$347.00	\$10,300.00	\$3,802.01				\$20,599.01	\$386,524.39	
C CONTRACT SUM TO DATE		\$14,930.00	\$262,300.00	\$41,217.01	\$172,030.00			\$490,477.01	\$4,178,165.39	
D WORK IN PLACE TO DATE		\$14,930.00	\$262,300.00	\$41,217.01	\$172,030.00			\$490,477.01	\$4,139,948.19	
E STORED MATERIALS (Not in D or I)		\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	
F TOTAL COMPLETED & STORED TO DATE (D+E)		\$14,930.00	\$262,300.00	\$41,217.01	\$172,030.00			\$490,477.01	\$4,139,948.19	
G RETAINAGE PERCENTAGE		0%	0%	0%	0%			5%	5%	
H RETAINAGE AMOUNT		\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$26,481.81	
I PREVIOUS PAYMENTS		\$14,930.00	\$262,300.00	\$41,217.01	\$172,030.00			\$490,477.01	\$4,066,810.76	
J CURRENT PAYMENT DUE (F-H-I)		\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$46,655.62	
K BALANCE TO FINISH (C-F)		\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$38,217.20	
L PERCENT COMPLETE (F+C)		100%	100%	100%	100%			100%	99%	

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PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

PAGE THREE OF SEVEN PAGES

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APPLICATION NO: 18
 APPLICATION DATE: 12/1/2016
 PERIOD FROM: 10/1/2016
 TO: 11/30/2016
 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME PORTION OF WORK	B & B Sheet Metal & Roofing, Inc. Roofing WS 07-B	Breth-Zenzen Fire Protection, LLC Fire Suppression WS 21-A	CE LLC Custom Expressions Window Treatments WS 12-A	Egan Company Electrical WS 26-A	Hollenback & Nelson Concrete/Masonry WS 03-A	TOTALS THIS PAGE
A ORIGINAL CONTRACT SUM	\$142,000.00	\$36,500.00	\$6,053.00	\$469,600.00	\$853,800.00	\$1,507,953.00
B NET CHANGE ORDERS TO DATE	\$12,636.00	\$19,768.00	\$0.00	\$60,855.33	\$25,896.00	\$119,155.33
C CONTRACT SUM TO DATE	\$154,636.00	\$56,268.00	\$6,053.00	\$530,455.33	\$879,696.00	\$1,627,108.33
D WORK IN PLACE TO DATE	\$154,636.00	\$56,268.00	\$0.00	\$530,455.33	\$879,696.00	\$1,621,055.33
E STORED MATERIALS (Not in D or I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$154,636.00	\$56,268.00	\$0.00	\$530,455.33	\$879,696.00	\$1,621,055.33
G RETAINAGE PERCENTAGE		0%	5%	0%	0%	5%
H RETAINAGE AMOUNT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I PREVIOUS PAYMENTS	\$154,636.00	\$56,268.00	\$0.00	\$503,932.56	\$879,696.00	\$1,594,532.56
J CURRENT PAYMENT DUE (F-I-I)	\$0.00	\$0.00	\$0.00	\$26,522.77	\$0.00	\$26,522.77
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

AIA Document G723/CMa

PAGE FOUR OF SEVEN PAGES

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APPLICATION NO: 18
 APPLICATION DATE: 12/1/2016
 PERIOD FROM: 10/1/2016
 TO: 11/30/2016
 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME	PORTION OF WORK	Kendell Doors, Inc		Miller Excavating, Inc.		Molin Concrete Products Company		Northland Paving		TOTALS THIS PAGE
		Horwitz, Inc	Mechanical WS 22-A	Doors, Frames, Hdwr WS 08-A	Earthwork & Utilities WS 31-A	Structural Precast WS 03-B	Asphalt Paving WS 32-A			
A ORIGINAL CONTRACT SUM	\$588,900.00		\$62,577.00		\$248,649.00		\$21,834.00		\$90,000.00	\$1,011,960.00
B NET CHANGE ORDERS TO DATE	\$146,051.00		\$11,369.94		\$9,955.20		\$0.00		\$7,300.00	\$174,676.14
C CONTRACT SUM TO DATE	\$734,951.00		\$73,946.94		\$258,604.20		\$21,834.00		\$97,300.00	\$1,186,636.14
D WORK IN PLACE TO DATE	\$734,951.00		\$73,946.94		\$226,440.00		\$21,834.00		\$97,300.00	\$1,154,471.94
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)	\$734,951.00		\$73,946.94		\$226,440.00		\$21,834.00		\$97,300.00	\$1,154,471.94
G RETAINAGE PERCENTAGE	0%		5%		5%		5%		0%	5%
H RETAINAGE AMOUNT	\$0.00		\$3,697.35		\$11,322.00		\$1,091.70		\$0.00	\$16,111.05
I PREVIOUS PAYMENTS	\$725,311.00		\$70,249.59		\$215,118.00		\$20,742.30		\$97,300.00	\$1,128,720.89
J CURRENT PAYMENT DUE (F-H-I)	\$9,640.00		\$0.00		\$0.00		\$0.00		\$0.00	\$9,640.00
K BALANCE TO FINISH (C-F)	\$0.00		\$0.00		\$32,164.20		\$0.00		\$0.00	\$32,164.20
L PERCENT COMPLETE (F+C)	100%		100%		88%		100%		100%	97%

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PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

PAGE FIVE OF SEVEN PAGES

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APPLICATION NO: 18
 APPLICATION DATE: 12/1/2016
 PERIOD FROM: 10/1/2016
 TO: 11/30/2016
 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME	Overhead Door Company of the Northland Special Doors WS 09-C	Peterson Companies, Inc. Fencing WS 32-C	Quality Drywall Midwest Drywall WS 09-A	Red Cedar Steel Erectors Structural Steel Erection WS 05-A	Reiling Construction Company Inc. Carpentry WS 06-A	TOTALS THIS PAGE	
							CONTRACT SUM
A ORIGINAL CONTRACT SUM	\$72,207.00	\$14,000.00	\$163,000.00	\$122,700.00	\$244,742.00	\$616,649.00	
B NET CHANGE ORDERS TO DATE	\$2,337.00	\$0.00	\$46,857.00	\$1,130.00	\$4,963.72	\$55,287.72	
C CONTRACT SUM TO DATE	\$74,544.00	\$14,000.00	\$209,857.00	\$123,830.00	\$249,705.72	\$671,936.72	
D WORK IN PLACE TO DATE	\$74,544.00	\$14,000.00	\$209,857.00	\$123,830.00	\$249,705.72	\$671,936.72	
E STORED MATERIALS (Net in D or I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$74,544.00	\$14,000.00	\$209,857.00	\$123,830.00	\$249,705.72	\$671,936.72	
G RETAINAGE PERCENTAGE	5%	5%	0%	5%	0%	5%	
H RETAINAGE AMOUNT	\$8,727.20	\$0.00	\$0.00	\$0.00	\$0.00	\$8,727.20	
I PREVIOUS PAYMENTS	\$65,816.80	\$14,000.00	\$199,364.15	\$123,830.00	\$249,705.72	\$652,716.67	
J CURRENT PAYMENT DUE (E-H-I)	\$0.00	\$0.00	\$10,492.85	\$0.00	\$0.00	\$10,492.85	
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
L PERCENT COMPLETE (F+C)	100%	100%	100%	100%	100%	100%	

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PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

PAGE SIX OF SEVEN PAGES

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APPLICATION NO: 18
 APPLICATION DATE: 12/1/2016
 PERIOD FROM: 10/1/2016
 TO: 11/30/2016
 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME	Right Way Caulking, Inc.	S & J Contracting	Steinbrecher Painting, Inc.	Superior Tile & Terrazzo, Inc.	Twin City Acoustics, Inc.	TOTALS THIS PAGE
A ORIGINAL CONTRACT SUM	\$17,200.00	\$22,606.00	\$53,500.00	\$16,575.00	\$9,920.00	\$119,801.00
B NET CHANGE ORDERS TO DATE	\$568.00	\$0.00	\$2,640.00	\$850.00	\$5,183.19	\$9,241.19
C CONTRACT SUM TO DATE	\$17,768.00	\$22,606.00	\$56,140.00	\$17,425.00	\$15,103.19	\$129,042.19
D WORK IN PLACE TO DATE	\$17,768.00	\$22,606.00	\$56,140.00	\$17,425.00	\$15,103.19	\$129,042.19
E STORED MATERIALS (Not in D or I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$17,768.00	\$22,606.00	\$56,140.00	\$17,425.00	\$15,103.19	\$129,042.19
G RETAINAGE PERCENTAGE	5%	5%	0%	5%	5%	5%
H RETAINAGE AMOUNT	\$888.40	\$0.00	\$0.00	\$0.00	\$755.16	\$1,643.56
I PREVIOUS PAYMENTS	\$16,879.60	\$22,606.00	\$56,140.00	\$17,425.00	\$14,348.03	\$127,398.63
J CURRENT PAYMENT DUE (F-H+I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
L PERCENT COMPLETE (F+C)	100%	100%	100%	100%	100%	100%

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PROJECT APPLICATION SUMMARY

AIA Document G723/CMa

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APPLICATION NO: 18
 APPLICATION DATE: 12/1/2016
 PERIOD FROM: 10/1/2016
 TO: 11/30/2016
 PROJECT NOS: 1521030

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

CONTRACTOR'S NAME	TMI Coatings, Inc.	Urban Companies, LLC			TOTALS THIS PAGE
PORTION OF WORK	Fluid Applied Flooring WS 09-G	Landscaping WS 32-B			
A ORIGINAL CONTRACT SUM	\$21,000.00	\$44,400.00	\$0.00	\$0.00	\$65,400.00
B NET CHANGE ORDERS TO DATE	\$0.00	\$7,565.00	\$0.00	\$0.00	\$7,565.00
C CONTRACT SUM TO DATE	\$21,000.00	\$51,965.00	\$0.00	\$0.00	\$72,965.00
D WORK IN PLACE TO DATE	\$21,000.00	\$51,965.00	\$0.00	\$0.00	\$72,965.00
E STORED MATERIALS (Not in D or I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
F TOTAL COMPLETED & STORED TO DATE (D+E)	\$21,000.00	\$51,965.00	\$0.00	\$0.00	\$72,965.00
G RETAINAGE PERCENTAGE	0%	0%	5%	5%	5%
H RETAINAGE AMOUNT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
I PREVIOUS PAYMENTS	\$21,000.00	\$51,965.00	\$0.00	\$0.00	\$72,965.00
J CURRENT PAYMENT DUE (F-H-I)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K BALANCE TO FINISH (C-F)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
L PERCENT COMPLETE (F+C)	100%	100%			100%

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Application for Payment
(Unit Price Contract)
No. 1

Eng. Project No.: BAYPO 122136

Location: Bayport, MN

Contractor: Miller Excavting, Inc. Contract Date: July 11, 2016
3636 Stagecoach Trail
Stillwater, MN 55082 Contract Amount: \$ 236,442.50

Contract for: 169 3rd Street Parking Lot

Application Date: 11/29/16 For Period Ending: 11/29/16

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
Base Bid						
1	MOBILIZATION	LS	1	0.8	8,200.00	\$6,560.00
2	TRAFFIC CONTROL	LS	1	0.8	1,900.00	\$1,520.00
3	SAWING BIT. PAVEMENT (FULL DEPTH)	LF	171	150	3.00	\$450.00
4	SAWING CONCR. PAVEMENT (FULL DEPTH)	LF	10	10	50.00	\$500.00
5	REMOVE CURB AND GUTTER	LF	30	60	10.00	\$600.00
6	REMOVE CONCRETE SIDEWALK	SY	135	135	3.00	\$405.00
7	CLEAR TREES	EA	1	1	500.00	\$500.00
8	GRUB TREES	EA	1	1	300.00	\$300.00
9	REMOVE EXISTING VEGETATION	LS	1	0	1,000.00	
10	TRANSPLANT LILACS	LS	1	0	2,000.00	
11	COMMON EXCAVATION (EV)(P)	CY	765	765	10.00	\$7,650.00
12	SUBGRADE EXCAVATION	CY	25	0	10.00	
13	ENGINEERED MEDIA (BIORETENTION BASIN)	CY	27		50.00	
14	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	1	1	900.00	\$900.00
15	FILTER LOG TYPE STRAW BIOROLL	LF	69	35	5.00	\$175.00
16	SILT FENCE	LF	100	100	5.00	\$500.00
17	RANDOM RIPRAP CLASS II	CY	5.5	4	100.00	\$400.00
18	AGGREGATE BASE, CLASS 5	TON	349	250	20.00	\$5,000.00
19	BITUMINOUS MATERIAL FOR TACK COAT	GAL	208	0	2.00	
20	TYPE 9.5 WEARING COURSE MIXTURE (3, 6)	TON	136	120	95.00	\$11,400.00
21	7" CONCRETE DRIVEWAY PAVEMENT	SY	34	34	75.00	\$2,550.00
22	CONCRETE FLUME	EA	2	2	450.00	\$900.00
23	ADJUST CURB STOP	EA	1	1	250.00	\$250.00
24	CONCRETE CURB & GUTTER DESIGN B630	LF	30	60	31.00	\$1,860.00
25	CONCRETE CURB & GUTTER DESIGN B612	LF	339	320	22.00	\$7,040.00
26	4-INCH SOLID LINE WHITE - EPOXY	LF	540	0	4.00	
27	PAVT MSSG (HANDICAPPED SYMBOL) PY PR-GR IN	EA	1	0	175.00	
28	4" CONCRETE WALK	SF	513	500	5.50	\$2,750.00
29	OUTLET STRUCTURE	EA	1	0.8	2,900.00	\$2,320.00
30	RAIN GAURDIAN TURRET	EA	2	2	2,400.00	\$4,800.00
31	HDPE STORM SEWER, 12-INCH	LF	176	150	36.00	\$5,400.00
32	HDPE STORM ENDWALL, 12-INCH	EA	1	1	415.00	\$415.00
33	HANDICAP SIGN	EA	1		300.00	
34	PLANTING SOIL MIX	CY	132		38.00	
35	WOODEN FENCE	LF	73	0	210.00	
36	DECIDUOUS TREE 2" CAL B B	EA	8	0	550.00	
37	DECIDUOUS SHRUB NO 2 CONT	EA	51	0	100.00	
38	ORNAMENTAL GRASS NO 1 CONT	EA	51	0	34.00	

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
39	PERENNIAL NO 1 CONT	EA	238	0	34.00	
40	MULCH MATERIAL TYPE 6	CY	32		65.00	
41	LANDSCAPE ROCK	CY	24		255.00	
42	REMOVE SERVICE CABINET	EA	1		710.00	
43	LIGHTING UNIT TYPE SPECIAL	EA	4		9,600.00	
44	LIGHT FOUNDATION DESIGN SPECIAL	EA	4	4	1,575.00	\$6,300.00
45	2" NON-METALLIC CONDUIT	LF	230	200	17.00	\$3,400.00
46	UNDERGROUND WIRE 1 COND NO 6	LF	30		3.50	
47	UNDERGROUND WIRE 1 COND NO 8	LF	800		3.00	
48	UNDERGROUND WIRE 1 COND NO 12	LF	380		2.95	
49	SERVICE CABINET	EA	1	0.75	9,500.00	\$7,125.00
50	SERVICE EQUIPMENT	EA	1		2,990.00	
51	EQUIPMENT PAD	EA	1	1	1,400.00	\$1,400.00
52	HANDHOLE	EA	1	1	1,900.00	\$1,900.00
53	UNDERGROUND CABLE SPLICE	EA	6		550.00	
Subtotal Base Contract Earned						\$85,270.00
Alternate No. 1						
54	REMOVE CONCRETE SIDEWALK	SY	110	100	4.00	\$400.00
55	ADJUST CURB STOP	EA	2	1	300.00	\$300.00
56	4" CONCRETE WALK	SF	990	900	6.00	\$5,400.00
Subtotal Alternate No. 1 Earned						\$6,100.00
Total Contract Amount						\$91,370.00



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

Date: November 30, 2016
To: Mayor and City Council
From: Wanda Madsen, Finance Officer
Logan Martin, City Administrator
Subject: **Certification of past due waste collection fees to 2016 property taxes**

BACKGROUND

Pursuant to Chapter 429 of the Minnesota State Statutes and the City of Bayport Municipal Code, property owners who have past due water/sewer bills, garbage collection and disposal charges, as well as those delinquent in paying their vacant building registration fees, must be afforded due process prior to the city certifying any delinquent charges and/or fees against one's property tax statement. Therefore, the purpose of this quasi-judicial hearing is to hear from property owners who desire to contest the charges from appearing on their property tax statement. In compliance with statutory and city codes, all delinquent property owners were notified they could appeal their past due water/sewer, waste collection amount and/or unpaid registration fee to the City Council at the December 5, 2016 meeting. In addition, a penalty charge of \$25.00 shall be added to the amount to be certified to reimburse the city for its administrative expenses resulting from the delinquency.

Waste Collection:

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

RECOMMENDATION

City staff recommends the City Council accept the attached list of Republic Services past due balances for certification to Washington County.

Bayport City Contract Accounts - Residential

Status	Customer	Billing Address	City	State	Delinquent Amount	City Charge	Total Due
Active	Andrew Torzewski	528 6TH ST N	BAYPORT	MN	\$ 110.54	\$ 25.00	\$ 135.54
Active	Megan Shinnick	318 Maine St N	BAYPORT	MN	\$ 400.82	\$ 25.00	\$ 425.82
Active	Eric Searles	312 Prairie Way S	BAYPORT	MN	\$ 205.92	\$ 25.00	\$ 230.92
Active	Ken Seefert	485 Minnesota St S	BAYPORT	MN	\$ 320.51	\$ 25.00	\$ 345.51
Active	John Dickhausen	464 Prairie Way S	BAYPORT	MN	\$ 261.82	\$ 25.00	\$ 286.82
Active	Erin & Ethan Gilmore	248 4th St N	BAYPORT	MN	\$ 386.21	\$ 25.00	\$ 411.21
Active	Cynthia Murray	340 Minnesota St S	BAYPORT	MN	\$ 211.70	\$ 25.00	\$ 236.70
Active	James S Schmidt	315 Minnesota St S	BAYPORT	MN	\$ 400.82	\$ 25.00	\$ 425.82
Active	Kevin Hallen	349 3rd Ave S	BAYPORT	MN	\$ 321.82	\$ 25.00	\$ 346.82
Active	Gary Swager	186 Maine St N	BAYPORT	MN	\$ 386.21	\$ 25.00	\$ 411.21
Active	Dennis Dickinson	307 Lake St S	BAYPORT	MN	\$ 320.86	\$ 25.00	\$ 345.86
Active	Cary Anderson	787 5th St N	BAYPORT	MN	\$ 321.82	\$ 25.00	\$ 346.82
Totals					\$ 3,649.05	\$ 300.00	\$ 3,949.05



Final 2017 Budget

December 5, 2016

Presented by City Administrator Logan Martin

Financial Standing Remains Steady

▶ **Tax Base Consistency**

- 1% growth in Estimated Market Value
 - \$254,474,800 in 2016 grows to \$256,204,600
 - Averaging 4.5% reduction in Residential Market Value

▶ **Healthy Fund Balances Sustained**

- City has continued its history of conservative budgeting and "rainy day" saving for future expenditures

▶ **Construction and Reinvestment Impact**

- \$1,299,900 in new construction value added for 2017 tax year (residential and commercial)



State Aid & Revenue Increases

- ▶ Modest increase in Local Government Aid
 - \$509,268 in 2016, increased to \$512,971 in 2017
 - Up from \$335,228 in 2013

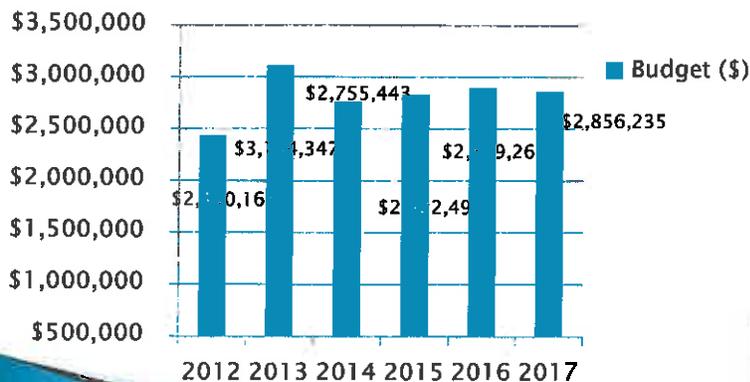
- ▶ Fire Service contracts adjust in response to call volume increases
 - \$359,192 in 2016 to \$369,059 in 2017

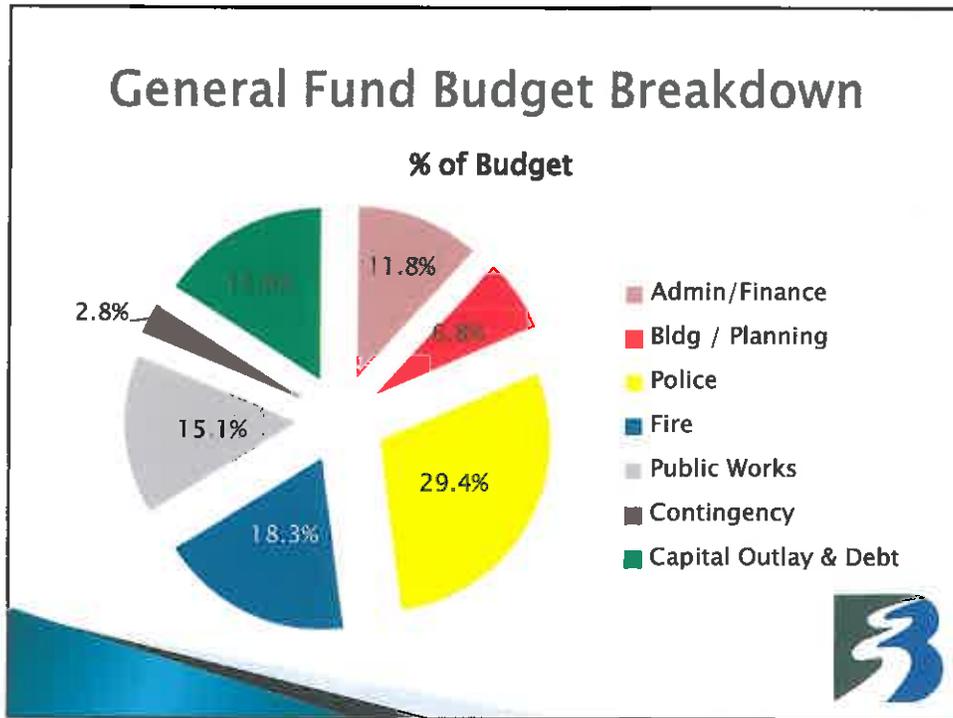
- ▶ Positive Earnings on Investments
 - Averaging \$255,000 per year from investment income, reducing reliance on property tax levy



2017 Final Budget

- ▶ \$2,856,235 budget
 - A decrease of \$33,026 (1.14%) from 2016





Budget Accomplishments – Public Safety

► Police Department

- 24/7 Police Service, including full patrol services, vacant property monitoring, Night to Unite event, Safety Camp, and other valued community services
- 3,360 calls in 2015
- Salary and benefits increases per union contracts



Budget Accomplishments – Public Safety

- ▶ **Fire Department**
 - All volunteer fire department also serving Oak Park Heights, Baytown, and West Lakeland
 - 1234 calls in 2015
 - Adheres to mandatory 3% maximum budget increase per long-term contract
 - 3% Cost of Living Adjustment to per call and drill rates
 - \$13 per call becomes \$13.39
 - Last increase was in 2014
- ▶ **Fire Hall**
 - Annual bond payment remains (\$29,992)



Budget Accomplishments – Public Works

- ▶ **Streets**
 - Repair, maintain, and snowplow 18 miles of streets
 - Salary and benefits increases per union contract
 - Sustains the recently increased funding for roadway sealcoating, while increasing sidewalk and curb funding
- ▶ **Parks**
 - Maintain four public parks, nature center, park equipment, and public spaces
 - Additional part-time staffing for increased park maintenance and repair
- ▶ **Public Works**
 - Funding for hiring of new FT employee to begin succession planning for PW Director



Budget Accomplishments – City Hall

- ▶ **Administration / Finance**
 - Oversee administration and implementation of city policies and goals, creation of annual budget, and oversight of all city departments
 - No budget adjustments beyond cost of living increases
- ▶ **Planning, Zoning, and Building Inspections**
 - Administer the zoning and building code in the City
 - Transition to MNSPECT reflected in reduced staff costs and reduced permit revenues
 - No budget adjustments beyond cost of living increases



Budget Accomplishments – Library

- ▶ **\$165,000 general fund levy**
 - Maintains \$5,000 increase in levy from 2014
 - Preserves 5 Additional Hours of Library Access
 - 4 hours on Wednesday (12pm – 8pm)
 - 1 hour on Saturday (10am – 2pm)
 - Responds to feedback received from 2014 Survey and subsequent Strategic Plan



Budget Accomplishments –Water & Sewer

- ▶ Provide water and sewer service to a majority of Bayport's residents and businesses, along with water service to new developments in Baytown Township
- ▶ Modest budget increase to provide for addition of FT employee in Public Works
- ▶ New costs associated with mandatory participation in the MS4 program
- ▶ No proposed increase to any utility rates



2017 Capital Improvement Plan

- ▶ Provides City with long-range plan for anticipated capital purchases
- ▶ Annual budget includes capital outlays to save for these planned expenditures, eliminating impact on general fund levy to complete these typically more expensive purchases



2017 Capital Improvement Plan

- ▶ Fire Department
 - No capital expenditures planned
- ▶ Information Technology
 - 2 computers replaced (annual routine)
- ▶ Parks Department
 - Potential replacement / upgrade to wood play equipment at Lakeside Park
 - Additional funds saved for possible improvement to equipment at Barker's Alps



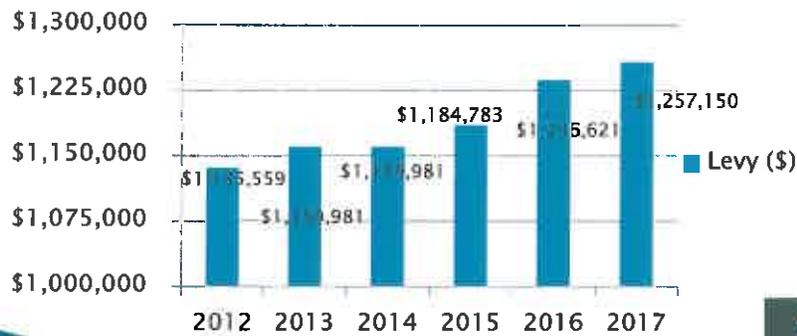
2017 Capital Improvement Plan

- ▶ Water / Sewer Department
 - Comprehensive analysis of Utility Systems
 - Start-Up costs for required MS4 participation
 - Long-term opportunity for radio meter reading system
- ▶ Public Works Department
 - Potential Equipment replacement (1-ton truck for snow/tree trimming/general purpose)
 - Public Works building repairs & possible future storage expansion



General Fund Levy

- Due to conservative budgeting and increased outside revenue sources, the general fund levy has a modest increase for 2017 of \$20,529.



Preliminary Property Tax Rate

- Thanks to additional sources of revenue and increased market values, this budget is achievable via a .12% increase in the City's tax rate.

2016 Tax Rate

44.70%

2017 Tax Rate

44.82%

This is the percentage of a taxpayer's overall payment that is allocated to the City.



Property Tax Impact Estimate

2016 Market Value	2016 City Tax	2017 Market Value	2017 City Tax	\$ Difference	Diff. due to levy increase
\$150,000	\$564	\$151,500	\$571	\$7.18	\$1.58
\$200,000	\$808	\$202,000	\$818	\$10.27	\$2.19
\$250,000	\$1,051	\$252,500	\$1,065	\$13.37	\$2.85
\$400,000	\$1,782	\$404,000	\$1,805	\$22.66	\$4.83
\$550,000	\$2,514	\$555,500	\$2,546	\$31.96	\$6.02

**These figures are based on a
1.5% value increase



Interesting Tax Facts

- ▶ 4.5% = Avg. value reduction on residential property in Bayport.
- ▶ **-\$81** = Avg. decrease in total tax paid by Bayport homeowners. (4.3% decrease)
- ▶ 595 = # of homes with tax decrease
- ▶ 36 = # of homes with tax increase
(31 had increase >2.5%)

County Tax on \$245,000 valued home

\$1,336 (Ramsey County)	\$703 (Washington County)
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RESOLUTION NO. 16-

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD DECEMBER 5, 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 the Bayport City Hall in said municipality on the 5th day of December, 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:

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY,
MINNESOTA, CERTIFYING THE CITY OF BAYPORT'S LEVY TO WASHINGTON
COUNTY FOR THE YEAR 2017 BUDGET AT \$1,257,150**

WHEREAS, the City of Bayport established a preliminary levy certification for the City of Bayport's levy at its September 6, 2016 meeting; and

WHEREAS, the City Council of the City of Bayport wishes to establish its levy for its year 2017 budget.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Bayport, Washington County, Minnesota, to certify its payable 2017 levy as follows:

1. General Fund Levy	\$1,092,150.00
2. Special Library Fund Levy	\$ 165,000.00
Total 2016 levy	\$1,257,150.00

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

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

THEREUPON, said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 5TH day of December, 2016.

ATTEST:

Logan Martin
City Administrator

Susan St. Ores
Mayor

RESOLUTION NO. 16-

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD DECEMBER 5, 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 the Bayport City Hall in said municipality on the 5th day of December, 2016 at 6:00 PM.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

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

WHEREAS, the City of Bayport established a preliminary certification of the City of Bayport's budget at its September 6, 2016 meeting; and

WHEREAS, the City Council of the City of Bayport wishes to establish its 2017 city budget.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the city budget for 2017, as presented.

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

Susan St. Ores -
Connie Carlson -
Dan Goldston -

Michele Hanson -
Patrick McGann -

THEREUPON, said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 5th day of December, 2016.

ATTEST:

Logan Martin
City Administrator

Susan St. Ores
Mayor

RESOLUTION NO. 16 -

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD DECEMBER 5, 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 the Bayport City Hall in said municipality on the 5th day of December, 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:

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

WHEREAS, the preliminary Capital Improvement Plan for 2017 was presented to the City Council at its September 6, 2016 meeting; and

WHEREAS, the City Council of the City of Bayport wishes to establish its Capital Improvement Plan for 2017.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the Capital Improvement Plan for 2017, as delineated on the document attached to this resolution.

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

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

THEREUPON, said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 5th day of December, 2016.

ATTEST:

Logan Martin
City Administrator

Susan St. Ores
Mayor



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

Date: December 1, 2016

To: Mayor and City Council

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

Subject: Consider an amendment to Appendix D – Fee Schedule of the Bayport City Code of Ordinances

BACKGROUND

Attached, please find a complete draft of the amendments proposed for 2017, including the additional revisions suggested at the November 7 City Council meeting.

This year's schedule has been substantially reorganized, so many fee descriptions have been reworded from previous years. However, actual fees remain the same, unless indicated in red. Proposed text deletions are indicated in ~~strike through~~.

Staff will provide a brief overview of the recommended revisions at the December 5 City Council meeting. However, please feel free to contact city staff prior to the meeting to discuss specific fees or questions.

RECOMMENDATION

Staff recommends the City Council consider the proposed amendments to Appendix D – Fee Schedule of the Bayport City Code of Ordinances for implementation on January 1, 2017.

ORDINANCE NO. _____

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

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

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

Description	Fee
<i>Administration and Police</i>	
Adult use - investigation	\$1,500.00
Adult use - license	\$10,000.00 /yr
Animal – dangerous dog declaration appeal	up to \$1,000.00
Animal – dangerous dog registration	\$500.00/yr
Animal – dog or cat license (spayed/neutered)	\$10.00/yr
Animal – dog or cat license (unaltered)	\$20.00/yr
Animal – eradication	\$135.00
Animal – failure to license/late payment	50% of license fee
Animal – kennel license (commercial)	\$1,000.00/yr
Animal – kennel license investigation (commercial)	\$500.00
Animal – kennel license with up to 4 animals (private)	\$400.00/yr
Animal – kennel license with 5 or more animals (private)	\$400.00 + \$75.00 per animal/yr
Animal – impound	\$50.00
Animal - small bird/fowl permit	\$25.00/yr
Copy – audio/video	\$25.00
Copy – black and white 8.5” x 11” (4 or more pages)	\$0.25/page
Copy - black and white 11” x 17”	\$0.50/page
Copy – color 8.5” x 11”	\$0.50/page
Copy – color 11” x 17”	\$1.00/page
Copy – large plan sheet	\$4.00/page
Copy – electronic scan (4 or more pages)	\$0.25/page
Copy – other	cost incurred
Election – candidate filing fee	\$2.00 \$10.00
Fingerprinting	-\$20.00
Fireworks – public outdoor display permit	\$100.00/display
Fireworks – consumer sale	\$350.00/exclusive \$100.00/non-exclusive
Flag – City of Bayport logo	\$150.00
Forfeiture - junk/abandoned vehicle Administrative handling fee processing	\$250.00/vehicle
Forfeiture - junk/abandoned vehicle impound storage (1-30 days)	\$100.00/vehicle

Gambling – allocation of proceeds to city	10%/month
Gambling - investigation or renewing premises permit	\$100.00
Gambling – license for exempt activity under Minn. Stat. 349.166	\$100.00 /yr
Liquor – investigation within last 10 years (in state)	\$500.00
Liquor – investigation (out of state)	\$2,000.00 + cost incurred (\$10,000.00 max.)
Liquor – 3.2% malt liquor license (on or off sale)	\$100.00 /yr
Liquor – off sale license	\$240.00/yr
Liquor – on sale license	\$2,000.00 /yr
Liquor – on sale club license	\$300.00/ yr
Liquor – on sale temporary license (1-4 days)	\$50.00 /day
Liquor – on sale wine only license	\$1,000.00/yr
Liquor - Sunday license	\$200.00/yr
Liquor - violation (1st in 12 months)	\$500.00
Liquor - violation (2 nd in 12 months and subject to suspension or revocation by City Council)	\$1,000.00
Liquor – violation (3 rd in 12 months and subject to suspension or revocation by City Council)	\$2,000.00
Liquor – violation (4th in 12 months and subject to suspension or revocation by City Council)	discretion of City Council
Offense - misdemeanor	up to \$1,000.00
Offense - misdemeanor (petty)	up to \$300.00
Pawnbroker – investigation within last 10 years (in state)	\$3,000.00
Pawnbroker – investigation within last 10 years (out of state)	actual cost (\$10,000.00 max.)
Pawnbroker – investigation for new manager	\$500.00
Pawnbroker - transaction fee	\$2.00/transaction
Pawnbroker/secondhand dealer - license	\$100.00/yr
Peddler/solicitor – license and investigation	\$30.00/person
Refuse - commercial/multi-family residential hauler license	\$200.00/yr
Refuse – bulk container/dumpster permit	\$25.00
Service charge - certify or assess charges to a property (under Minn. Stat. 444 or 429 process)	\$25.00
Service charge - late payment of quarterly utility bill	\$5.00
Service charge - miscellaneous	cost incurred
Service charge - notary for non city business	\$1.00 \$5.00
Service charge - recording of documents	\$50.00 cost incurred
Service charge - returned check	\$35.00
Service charge - special assessment deferment application	\$50.00 + cost incurred
Service charge - special assessment search	\$30.00

Special event - private individual or for-profit organization	\$50.00/event
Special event - public entity or non-profit organization	\$15.00/event
Special event - damage deposit	maximum of up to \$1,000 per discretion of city staff
Tobacco – investigation	\$500.00
Tobacco - license (over the counter only)	\$250.00 /yr
Tobacco – violation (1 st in 12 months)	\$250.00
Tobacco – violation (2 nd in 12 months and subject to suspension or revocation by City Council)	\$500.00
Tobacco – violation (3 rd in 12 months and subject to suspension or revocation by City Council)	\$1,000.00
Tobacco – violation (4 th in 12 months and subject to suspension or revocation by City Council)	discretion of City Council
Police report (4 or more pages)	-\$0.25 per page
State accident reports (4 or more pages)	\$0.25 per page
Vacant building - registration	\$500.00/yr
<i>Building</i>	
Contractor – general license	\$100.00 commercial (residential require a state contractor license)
Contractor – specialty license	\$50.00
Contractor – EPA/license verification	\$5.00 each
Inspection – during non-business hours, pre-final for new home or structure, other or re inspection	\$63.75 \$60.00/hr* with 2 hr minimum
Inspection – commercial site prior to new construction (including initial sediment and erosion control)	\$90.00
Inspection – reinspection	\$60.00
Inspection – residential site prior to new construction (including initial sediment and erosion control)	\$60.00
Inspection – if no fee is specifically indicated (minimum charge – one half hour)	\$63.75 per hour*
Inspection – outside consultant	actual costs**
Investigation - special (work started without a permit)	100% of permit fee
Moved-in structure – connection fee for single family dwelling or accessory structure (not including foundation/interior remodel)	\$200.00
Moved-in structure – manufactured home installation (not including foundation/interior remodel)	\$275.00 + applicable connection fees
Moved-in structure - manufactured home mechanical or plumbing connection fee	\$79.00 each + state surcharge
Moved-in structure – pre-move code compliance inspection for single family dwelling	\$175.00 + travel time and mileage
Moved-in structure – pre-move code compliance inspection for accessory structure	\$125.00 + travel time and mileage
Moved-in structure – site work (manufactured, prefab or moved-in	valuation based

home)	
Occupancy - change of use/classification	\$100.00
Occupancy - temporary certificate of occupancy	\$1,000.00 escrow
Permit – construction requiring plan review for commercial building, plumbing, mechanical, fire alarm, and fire suppression, along with residential building and sprinklers:	
\$1.00 to \$500.00 valuation	\$25.00, plus state surcharge
\$1.00 \$0.00 to \$2,000.00 valuation	\$25.00 for the first \$500.00, plus \$3.25 for each additional \$100.00, including \$2,000.00, plus state surcharge \$73.75 for first \$2,000.00 + state surcharge
\$2,001.00 to \$25,000.00 valuation	\$73.75 for first \$2,000.00 + \$14.75 for each additional \$1,000.00, including \$25,000.00 + state surcharge
\$25,001.00 to \$50,000.00 valuation	\$413.00 for first \$25,000.00 + \$10.75 for each additional \$1,000.00, including \$50,000.00 + state surcharge
\$50,001.00 to \$100,000.00 valuation	\$681.75 for first \$50,000.00 + \$7.50 for each additional \$1,000.00, including \$100,000.00 + state surcharge
\$100,001.00 to \$500,000.00 valuation	\$1,056.75 for first \$100,000.00 + \$6.00 for each additional \$1,000.00, including \$500,000.00 + state surcharge
\$500,001.00 to \$1,000,000.00 valuation	\$3,456.75 for first \$500,000.00 + \$5.00 for each additional \$1,000.00, including \$1,000,000.00 + state surcharge
\$1,000,001.00 and up valuation	\$5,956.75 for first \$1,000,000.00 + \$4.00 for each additional \$1,000.00 + state surcharge
<i>Determination of valuation: Determination of value or valuation under any provisions of the adopted building code(s) shall be made by the building official. The value to be used in computing permit and plan review fee shall be the total of all construction work for which the permit is issued. Pursuant to MN Rules Chapter 1300.0160 subpart 3, building permit values shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.</i>	
Permit – demolition	based on valuation with \$250.00 minimum
Permit – maintenance Residential exterior or garage door (opening not altered)	\$74.00 + state surcharge
Permit – maintenance Residential re-roof or re-side (excludes stucco work)	\$99.00 + state surcharge
Permit – maintenance Residential re-window (up to 3 windows, opening not altered)	\$74.00 + state surcharge

Permit – maintenance Residential re-window (4 or more windows, opening not altered)	\$99.00 + state surcharge
Permit – mechanical Residential new or replacement fixtures (including gas lines)	\$80.00 \$79.00 + state surcharge
Permit – mechanical Residential new single-family home (including gas lines)	\$199.00 + state surcharge
Minor improvements per Minnesota Statutes 16B.655 (no modifications to electric/gas service, total cost of \$500.00 or less, excluding the fixture or appliance, and work is done by homeowner or licensed contractor)	5% of the cost of improvements, installation, or replacement, or \$15.00, whichever is greater, plus \$5.00 state surcharge
Mechanical permit – Commercial/Industrial	1% of contract price***, with a minimum of \$80.00
Permit – plumbing Residential new or replacement fixtures	\$80.00 \$79.00 + state surcharge
Permit – plumbing Residential new single-family home	\$199.00 + state surcharge
Plumbing permit – Commercial/Industrial	1% of contract price***, with a minimum of \$80.00
Permit - renewal within 6 months of expiration (no plan or code changes)	50% of original permit fee
Plan review - valuation based permits	65% of building permit fee
Plan review – additional review required by changes, additions, or revisions to plans	\$63.75 \$60.00/hr* with 1 hr minimum
Plan review – master plan (initial review)	65% of permit fee
Plan review – master plan (each subordinate plan submitted for construction)	25% of permit fee
Plan review – state approved plans	25% of plan review fee
Plan review – outside consultant	actual costs**
Refund – maintenance permits	0%
Refund – permit fee (if work not started) within 6 months of issuance	75%
Refund – permit fee (if work started)	0%
Refund – plan review (if plan review has not started)	100%
Refund – plan review (partial plan review)	50%
Refund – plan review (completed)	0%
SAC - Service Availability Charge to Metropolitan Council to connect to the metropolitan wastewater system	\$2,485.00/unit
S.E.C. – Sediment and Erosion Control (excludes maintenance permits, decks and interior remodels)	.0006 x building permit valuation, with \$150.00 minimum for new home or commercial construction, and \$50.00 minimum for other non-exempt construction
<i>State surcharge is based on the currently adopted State Surcharge Table, per MN Statute 326B.148</i>	
* Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.	

**	
Actual costs include administrative and overhead costs.	

Contract price shall be defined as the fair market value of all materials and labor reasonably incurred for the installation, repair or alteration of plumbing equipment or by building official using the May 2011 Building Valuation Data as determined by the MN State Building Codes and Standards.	
<i>Cemetery</i>	
Burial - open and close for casket	\$700.00 \$800.00
Burial - open and close for infant casket	\$400.00
Burial - open and close for cremains	\$300.00 \$400.00
Burial - additional charge for winter burial of casket	\$500.00
Burial - additional charge for winter burial of cremains	\$250.00
Burial - additional charge for Saturday burial	\$200.00
Gravesite - sale of single traditional	\$800.00
Gravesite - sale of single cremains only	\$400.00
Gravesite - transfer of title	\$15.00/gravesite
Headstone - deposit	\$500.00 \$600.00
Headstone - mark location (non-veteran)	\$75.00
Headstone - set single flat	\$100.00
Headstone - reset single flat	\$50.00
Headstone - set double flat	\$150.00
Headstone - reset double flat	\$75.00
<i>Fire</i>	
Inspection - basic/ongoing occurrence	\$25.00
Inspection - commercial (cooking) hood fire suppression system	\$75.00
Inspection - fire suppression system (includes up to 3 inspections)	\$250.00, + \$75.00/additional inspection
Permit - burning	\$25.00
Report - incident/fire	\$25.00
Service charge - Vehicle fires, accidents, mutual aid, and fire alarm malfunction/non-emergency (more than 4 times per year):	
Engine/tanker	\$ 250.00/hr
Fire chief	\$ 75.00/hr
Fire engine	\$ 250.00/hr
Grass fire vehicle	\$ 125.00/hr
Ladder truck	\$ 350.00/hr
Light rescue	\$ 125.00/hr
Special rescue	\$ 250.00/hr
Tanker	\$ 200.00/hr

Utility vehicle	\$ 75.00/hr
Parks	
Beach house - damage deposit	\$100.00/day
Beach house - resident (Monday – Thursday interior only)	\$75.00 for up to 8 hours
Beach house - resident (Friday – Sunday interior only)	\$100.00 for up to 8 hours
Beach house - non-resident (Monday – Thursday interior only)	\$150.00 \$175.00 for up to 8 hours
Beach house - non-resident (Friday – Sunday interior only)	\$200.00 \$225.00 for up to 8 hours
Beach house – fireplace usage	\$25.00/day
Court - Lakeside Park #1, #2, and #3 volleyball	\$10.00 each/day
Court – Perro Park #1 and #2 tennis	\$10.00 each/day
Court – Perro Park #1 and #2 pickle ball	\$10.00 each/day
Equipment - additional trash receptacles (up to 3 days)	\$10.00 each
Equipment - barricades (up to 3 days)	\$10.00 each
Equipment - additional picnic tables (up to 3 days)	\$25.00 each
Equipment - satellite toilet (up to 3 days)	\$100.00 each + any other costs incurred
Field - Barker’s Alps north #1 and south #2 ballfield	\$10.00/day, with a seasonal maximum of up to \$200.00
Field - Lakeside Park or Perro Park ballfield	\$10.00/day, with a seasonal maximum of up to \$100.00
Field - Barker’s Alps north #1 and south #2 soccer	\$10.00/day, with a seasonal maximum of up to \$100.00
Nature center – damage deposit	\$100.00/day
Nature center – resident/non-profit group (Monday – Thursday)	\$25.00/hr
Nature center – resident/non-profit group (Friday – Sunday)	\$35.00/hr
Nature center – non-resident/for profit group (Monday – Thursday)	\$40.00/hr
Nature center – non-resident/for profit group (Friday – Sunday)	\$50.00/hr
Parking – daily permit for boat trailer	\$10.00/day
Parking – resident annual permit for boat trailer	\$25.00 \$35.00/yr
Parking – non-resident annual permit for boat trailer	\$75.00/yr
Picnic shelter – resident (100 people or less for each shelter)	\$25.00 \$35.00/day
Picnic shelter – resident (101 - 250 people with all shelters)	\$150.00/day
Picnic shelter - resident (251 - 500 people with all shelters)	\$500.00/day
Picnic shelter – resident (501 people or more with all shelters)	\$1,000.00/day
Picnic shelter - non-resident (100 people or less for each shelter)	\$75.00 \$85.00 /day
Picnic shelter - non-resident (101 - 250 people with all shelters)	\$350.00/day
Picnic shelter - non-resident (251 - 500 people with all shelters)	\$700.00/day
Picnic shelter - non-resident (501 people or more with all shelters)	\$1,500.00/day

Special event – Barker’s Alps, Perro, and Village Green general park use (up to 250 people)	\$50.00/day
Warming house - during non-skating hours	\$25.00/hr
Public Works	
Inspection - right-of-way excavation or utility work	\$50.00
Permit - driveway/curb cut	\$25.00
Permit - grading/land disturbance	\$250.00 + \$1,000.00 escrow or bond
Permit - permitted encroachment	\$250.00
Permit - right-of-way excavation, obstruction, or utility work (includes inspections)	\$300.00 + state bond or \$1,000.00 escrow and any other costs incurred
Plan review – City Engineer	\$250.00
Service charge - equipment use	Per FEMA equipment schedule + labor costs incurred
Service charge – weed, tree, or debris removal	cost incurred, plus 10% for city administrative costs
Utilities	
Inflow/infiltration compliance surcharge (commercial)	\$500.00/month
Inflow/infiltration compliance surcharge (residential)	\$100.00/month
Sewer - connection/access (includes inspections)	\$800.00/unit
Sewer - commercial/industrial usage (up to 1,000 gallons)	\$10.00
Sewer - commercial/industrial usage (1,001 - 100,000 gallons)	\$4.65 per 1,000 gal
Sewer - commercial/industrial usage (100,001 - 300,000 gallons)	\$5.05 per 1,000 gal
Sewer - commercial/industrial (over 300,000 gallons)	\$7.55 per 1,000 gal
Sewer –residential usage (up to 1,000 gallons)	\$10.00
Sewer – residential usage (each additional 1,000 gallons)	\$4.05 per 1,000 gal
Sewer - trunk area charge	\$1,000.00/acre
Storm sewer - trunk area charge with on site ponding	\$1,000.00/acre
Storm sewer - trunk area charge without on site ponding	\$3,000.00/acre
Water - connection/access	
Up to 1 inch (plus cost of meter)	\$1,200.00/unit
1 inch meter (plus cost of meter)	\$2,000.00/unit
1 ½ inch meter (plus cost of meter)	\$4,000.00/unit
Water - commercial/industrial usage (up to 1,000 gallons)	\$10.00
Water - commercial/industrial usage (1,001 to 100,000 gallons)	\$4.08 per 1,000 gal
Water - commercial/industrial usage (100,001 to 300,000 gallons)	\$5.08 per 1,000 gal
Water - commercial/industrial usage (over 300,000 gallons)	\$7.08 per 1,000 gal
Water - residential usage (up to 1,000 gallons)	\$10.00
Water - residential usage (1,001 to 25,000 gallons)	\$4.08 per 1,000 gal

Water - residential usage (over 25,000 gallons)	\$5.08 per 1,000 gal
Water - hydrant access and water usage	\$35.00 + cost incurred for water
Water - meter up to 1 inch (includes inspections)	\$350.00 \$400.00
Water - meter greater than 1 inch	cost incurred
Water - meter remote button installation or reconnection	\$50.00
Water - tap charge	\$300.00
Water - trunk area charge	\$1,200.00/acre
Water - turn on or off service during city business hours	\$30.00
Water - turn on or off service during non-city business hours	\$100.00
Zoning	
Comprehensive plan / zoning code / subdivision ord. - copy	\$15.00
Comprehensive plan amendment	\$300.00 \$500.00 + \$500.00 escrow
Conditional use permit	\$250.00 \$500.00 + \$500.00 escrow
Conditional use permit (interim)	\$125.00 + \$500.00 escrow
Environmental assessment worksheet	\$200.00 + cost incurred
Map - City streets (11x17 max.) - black and white only	\$2.00
Map - Zoning (11x17 max.) - color	\$3.00
Map - Flood (11x17 max.) - color	\$3.00
Minor subdivision (lot division/combination)	\$250.00 \$500.00 + \$500.00 escrow
Park dedication - commercial/industrial	\$1,000.00/single family equivalent
Park dedication - residential	\$1,000.00/unit
Permit - fence	\$25.00
Permit - shed	\$25.00
Permit - sign (permanent)	\$30.00 + \$0.50/sq. ft.
Permit - sign (temporary)	\$25.00/week
Permit - vegetative cutting within River Bluffland and Shoreland Zoning District	\$50.00
Planned unit development (includes fees for rezoning, site plan review, variance)	\$650.00 + \$2,500.00 escrow
Plat	\$300.00 \$500.00 + \$50.00/lot over two
Rezoning	\$500.00 + 1,000.00 \$500.00 escrow
Site plan, concept, or engineering review	\$300.00 + escrow
Telecommunication tower	\$250.00 + \$500.00 escrow
Vacation	\$250.00 + \$500.00 escrow
Variance	\$250.00 \$500.00 + 300.00 \$500.00 escrow

Section 2. This ordinance shall be in full force and effect from and after its passage and publication according to law. Passed by the City Council for the City of Bayport this 5th day of December 2016.

Susan St. Ores, Mayor

Attest:

Logan Martin, City Administrator

Ordinance Summary No. _____

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

On December 5, 2016, the City of Bayport adopted an ordinance amending Appendix D— Fee Schedule in order to update fees, rates, and charges the city may impose for specific materials, licenses, permits, and services provided by the city. A printed copy of the ordinance is available for inspection during regular City Hall office hours or by electronic mail.



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

Date: November 30, 2016
To: Mayor and City Council
From: Logan Martin, City Administrator
Sara Taylor, Assistant City Administrator
Subject: Consider approval of a Public Works Director with terms as negotiated in the hiring process

BACKGROUND

Based on direction received from the City Council, staff has completed the recruitment process for a new Public Works Director. This hiring is made in response to succession planning occurring within the department, specifically responding to and preparing for the future retirement of the current Public Works Supervisor. Hiring a person at this point will allow the new employee to enjoy some cross-training with current staff to ensure that a significant amount of institutional knowledge is not lost with the departure of a long-term employee. Further, with the City Council's focus on infrastructure investigation, planning, repair, and replacement, the opportunity to hire a Public Works Director was very timely, as adding a fourth member of the Public Works team will allow more projects to be completed and more focus given to the long-term needs of the City.

A total of 12 applications were received for the position, and 8 semifinalists were interviewed by a staff panel last week. 4 finalists were interviewed this week by a panel comprised of staff, consultants, and Councilmember Hanson, and a top candidate was selected. At the time of publication, reference checks on this individual were being completed, and a formal offer was being drafted. Staff anticipates having offer acceptance and a formal announcement at the December 5 Council meeting, however we are delaying printing names in this memo as the finalists haven't been formally notified.

This position was advertised at salary grade 10 (\$67,221 - \$95,286), and final negotiated terms will be conveyed at the City Council meeting. Partial funding for this position was included in the 2016 budget, and full funding was included in the 2017 budget. Finally, when the retirement of the Public Works Supervisor occurs, the City Council will be able to reassess the needs of the Public Works Department to determine how best to proceed with staffing levels for the organization.

RECOMMENDATION

Staff recommends the City Council adopt a motion hiring _____ as Public Works Director, pending a completed background check and with terms as negotiated during the hiring process.



Bayport Fire Department

1012 5th Avenue North • Bayport, MN. 55003 • Hall (651) 275-4401 • Fax (651) 275-4402

Date: November 29, 2016

To: Mayor and City Council
Logan Martin, City Administrator

From: Allen Eisinger, Fire Chief

Re: November Fire Chief's Memo

The November monthly call volume is 103 through November 29. Training consisted of scene size up and pump/hand line operations. Fire inspections are ongoing.

Meetings, Station Tours, Community Events

- Provided transportation for Santa through Bayport, Oak Park Heights and Stillwater on Friday, November 25
- Conducted ongoing meetings with contractor Kraus Anderson on station operations and change over to cold weather operations
- Received two \$500.00 donations for airboat training and equipment

Upcoming Events

- Lighting of the Village Green on Wednesday, December 7
- Car Seat Clinic at new Fire Station (1012 5th Avenue North) on Saturday, December 17, 9:00 a.m. – 12:00 p.m. Clinic is sponsored by Regions Hospital, Gillette Children's Hospital and HealthPartners.

Safety Tip

Holidays bring more activity with cooking and holiday traditions. Use extra care when preparing holiday meals and never leave candles burning unattended.



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

Laura Eastman
Chief of Police

Jay Jackson
Sergeant

Date: November 28, 2016
To: Mayor and City Council
City Administrator Martin
From: Police Chief Laura Eastman
Subject: Police Reports and Updates

Past Events

November 5: Croixdale Fall Bazaar – Sergeant Jackson attended

November 22: Reserve Officer's Meeting – Reserves Officers and Officer Zach Lund

Upcoming Events

December 7: Lighting of the Green, 6:30–7:30 p.m., Officer on duty and Reserve Officer

December 15: Cold Weather/Night Shoot – All Officers

December 15: Toys for Tots Drop-off – 5:00-7:00 pm – Officer and Reserve Officers to deliver toys to Golden Valley Police Department and motorcade to KARE-11. Toys for Tots collection boxes are located at the American Legion, Bayport Library, City Hall, Croixdale, First State Bank and Trust, Holiday Gas Station and the Stillwater Prison.

Miscellaneous

The Police Department continues to test/demonstrate body worn cameras from Digital Ally, Taser, Visual Labs and WatchGuard, and we are receiving quotes from these companies. The City and Police Department would like the public's opinion regarding the use of body worn cameras. Please call or email Chief Eastman, leastman@ci.bayport.mn.us, with your comments.

Safety Reminder: Mail and package thefts increase during the Christmas season. If you see anything suspicious, please call 911.

October Call Load (continued)

23 – 31: AOA welfare check and VA referral completed, w/w parking near yellow curb/blocking traffic view, open door, NPI, w/w driving without lights, medical L1, unlawful boat parking, animal concern, vehicle vs. deer, CO alarm, park close, welfare concern, walk up report, park close, found property, w/w stop sign, intoxicated driver, speed trailer placement, medical L1, passing in no passing zone, medical L1, fire, rolling domestic, park close, open door, motorist assist, suspicious activity, alarm, suspicious activity/AOA, unwanted male, welfare check, family issues, welfare check, records/photo check, school crossing, park close, school crossing, suspicious acts, no contact order, park closed, w/w speed, stop light malfunction/school area/co. 21, fire alarm, school crossing, crash, driving complaint, w/w speed, medical, AOA/officer safety, public assist, DAS, lakeside park close, speed 76/60, GM false information/no proof/ins., DAS/ speed 72/55, 4th degree dui, family assist, welfare concern, school crossing, covert government surveillance question, unknown situation, public assist/possible vehicle theft/joy ride, property damage accident, public works issue/injury, AOA/welfare check, crime prevention, Halloween meet and greet.

November Call Log

- 01 – Street lights out, crime prevention, school crossing, stalking/harassment, parking where signs prohibited x 2, student concern, handgun permit to purchase, vehicle lockout.
- 02 – 911 hang up, questions regarding movie filming, burglar alarm, fire call, council packets, theft report
- 03 – AOA/alarm, AOA/disturbance, suspicious person, medical level I, driver eval.
- 04 – Medical L1, vehicle lock out, traffic concern, fight/AOA, open door.
- 05 – AOA/break-in progress, speed trailer placement, AOA/welfare concern, found contained dog, AOA/unknown situation, medical L1, door alarm, parking questions, Croixdale community event Bazar, extra patrol request, patrol request landlord, DAS, AOA/fight.
- 06 – Speed 64/40/DWI 4th degree, AOA/driving complaint, AOA/suspicious activity, city ordinance complaint, city ord. tires, harassment/NCO, civil issue, public assist, family assist/threats report, w/w speed.
- 07 – Medical L1, dog at large, possible disturbance, assist to city hall, school crosswalks, harassing calls/text, bait and switch, medical L1, fire in AW, gas drive off.
- 08 – Lost dog, medical L2, school crosswalks, records request, officer information, extra patrols/domestic related, *alcohol compliance checks x 6 w/one fail*, medical L3.
- 09 – School crossing, background seasonal PW position, unruly customer, handgun permit to purchase, PD copy of federal firearms permit, public assist.
- 10 – Crime prevention, school crossing, vehicle lockout, possible break-in, abandon vehicle.
- 11 – Stolen license plate, crime prevention, property damage accident, extra patrols, vacation checks, business assist, AOA/traffic stop flee on foot.
- 12 – Medical L1 x 3, new resident packet, community presentation, extra patrol, driving complaint, possible break-in, domestic/AOA, medical L3, motorist assist.
- 13 – Driving after suspension, walk up report/suicidal male, burning complaint, motorist assist, fire concern.
- 14 – compliance check x 3, compliance check post violation, school crossing, pay box collection, 2 hour parking violation, gas smell inside residence, fraud report, medical L1, domestic.
- 15 – Crime prevention, school crossing, medical L3, background check, certified mail, medical 11, complaint removal of trees, K9 search, accident unknown injuries, OFP/ex parte, dangerous dog referral (oph), civil issue, speed 41/30.
- 16 – Crime prevention, unwanted male, suspicious activity, school crosswalk, fire, dumping complaint, possible OFP, welcome packet, medical L1, No Contact order x 2, open door, public assist, AOA/threats report, medical suicidal female.
- 17 – Suicidal female/transport, school crossing, firefighter background x2, AOA/adult protection interview, medical L3, AOA/open door.
- 18 – Crime prevention open door, medical L1, school crossing, crash/fail to drive with due care/NPI, speed/NPI, vehicle lockout, suspicious activity.
- 19 – AOA/vehicle lockout/warrant, remove PEDS crosswalk signs, terrorist watch list check, damage to property, medical L1, OFP info., reports requests, records request, suspicious activity, alarm, w/w speed.
- 20 – Fail to display current registration x 3, suspicious vehicle/under age Public works seasonal background check, medical L3, parking complaint.
- 21 – Tree limb blocking road, drug information, school crossing, parking compliant.
- 22 – Parking complaint, school crossing, CIPS/AOA/child protection agency, suspicious activity, erratic driver, welfare check, handgun permit to purchase, school crossing, road rage incident,
- 23 - 31 NA

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



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

Date: November 29, 2016

To: Mayor and City Council
Logan Martin, City Administrator

From: Mel Horak, Public Works Supervisor

Re: Public Works Department Update – December City Council Meeting

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

1. Removed the 4th Avenue North boarding dock for winter storage
2. Continued fall leaf mulching on city property
3. Continued fall street sweeping
4. Provided assistance on numerous occasions for the municipal parking lot project
5. Tested and installed the Christmas holiday decorations
6. Provided assistance with the annual sewer lift station(s) service
7. Completed ongoing maintenance and repairs to trucks and equipment
8. Installed multiple new water meters, repaired numerous nonfunctioning water meters, and read numerous water meters for final utility billings
9. Performed ongoing operation of water and sewer systems, which includes daily inspections of facilities, water tests, water reports, and attending to system malfunctions

PUBLIC WORKS MESSAGE OF THE MONTH

The following items should always be placed in the garbage; do not attempt to flush any of the following items into the sanitary sewer system: disposable diapers and wipes (baby or adult), rags, towels, clothing or other cloth items, large amounts of food waste, specifically grease, and personal hygiene products.

Bayport Public Library



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

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

The Library Board approved an updated service agreement with Washington County Library for 2017. While remaining mostly the same, two key changes are that we will now be cataloging all of the materials we purchased, which will mean that we will get our materials on the shelves faster for our patrons, and we will purchase materials for digital collections as well as print and audiovisual materials.

James Eberhardt will be resigning from the Library Board, effective December 31, 2016. We are taking applications for a new member to complete his term and I hope to have a recommendation for a new board member as soon as possible.

We have just finished our final sampling week to gather statistics for visits and reference questions for our annual report to State Library Services. I'm pleased that our visits will show an increase of over 4700 for 2016 and our reference questions are up over 400. Our circulation through October is up 4.4%.

We have several special holiday events coming up in December:

- Lighting of the Village Green Storytime – Wednesday, December 7 at 6:00 pm
- Polar Express Storytime – Monday, December 19 at 6:00 pm
- Winter Break Movie – Finding Dory - Thursday, December 29 at 1:00 pm
- Noon Year's Eve – Saturday, December 31 at 11:30 am

I spoke to inmates at MCF-Stillwater on Thursday, November 10, as part of their Reading is Fundamental night. Inmates are allowed to choose books to mail to their children over the year. I talked about the importance of reading to children and shared stories with the group. It was interesting to see the library there and to have conversations with inmates who often request books from us.

Over the past month, I attended Early STEM (Science, Technology, Math and Engineering) Training provided by State Library Services and the Science Museum of Minnesota. I learned many simple and inexpensive ideas to expand STEM learning for preschoolers. I also attended a nonprofit marketing seminar sponsored by the Greater Stillwater Chamber of Commerce.

In this time of gratitude, thank you for supporting our work at the Bayport Public Library!



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

Date: November 28, 2016

To: Mayor and City Council
Logan Martin, City Administrator

From: Wanda Madsen, Finance Officer

Re: Finance Department year-to-date update

For 3rd quarter through November 2016, the following undertakings were performed:

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



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

Date: November 30, 2016

To: Mayor and City Council
Logan Martin, City Administrator

From: Sara Taylor, Assistant City Administrator/Planner

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

PLANNING COMMISSION

The Planning Commission will convene on December 19 to hold a public hearing and provide a recommendation to the City Council on two land use applications. The first application involves a request for a conditional use permit to operate a distribution warehouse in conjunction with corporate and design offices for an engineering supply company at 201 2nd Avenue South. This parcel is zoned B-1 Limited Business, and because this zoning district does not specifically list uses associated with distribution/warehousing, city staff is proposing an amendment to the B-1 district to allow this as a conditional use and define permitted related uses and activities. In addition to the land use application, the applicant will also be requesting the extension of municipal water and sewer utilities, which do not currently exist for this parcel. The utility extension project may begin yet this year, depending on weather and approval of the conditional use permit.

The second application involves a request for an amendment to the city's comprehensive land use plan to extend municipal water and sewer utilities to a parcel located along Stagecoach Trail in Baytown Township. The Stillwater Area School District is proposing a new bus maintenance facility at this location to facilitate transportation services for students within the school district. Municipal utilities are not available within the township and are therefore being requested from Bayport, similar to other parcels within the vicinity through the city's joint powers agreement with Baytown. In order to facilitate the extension of municipal utilities, an amendment to the city's comprehensive plan is required by the Metropolitan Council.

The terms of Commissioners Coleen Siegfried and Brad Abrahamson expire December 31, 2016. Brad has notified the city he will not be seeking reappointment, which will result in a second vacant seat on the Planning Commission. Coleen is seeking reappointment for a second term, which will be on the December 5 City Council agenda for consideration. We will be soliciting applicants for the vacant seats within the next few weeks via the city website and the next edition of the city newsletter. If you know of anyone who may be interested, please encourage them to contact me directly. Thanks to Brad and Coleen for their service!

GENERAL ELECTION

The City Council canvassed the results of the General Election at a special meeting on November 15. Bayport had a total of 1,319 persons that voted, including 248 by absentee ballot. Congratulations to incumbents Mayor Susan St. Ores and Councilmember Connie Carlson, as well as newly elected Councilmember John Buckley. Also, many thanks to outgoing Councilmember Dan Goldston for his six years of service on the City Council. Terms of office for Bayport City Councilmembers begin Monday, January 2, 2017. Other county and state election results can be accessed via the Washington County website.



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

Date: November 30, 2016
To: Honorable Mayor and City Council
From: Logan Martin, City Administrator
Re: **Administration Department Update – December City Council meeting**

POTENTIAL SPECIAL MEETING NEEDED

City Attorney Pratt has notified staff that a very brief Special Meeting will be needed in mid-December for the purposes of closing out the 1999 Tax Increment Finance District that is decertifying at the end of the year. As you will recall, the excess funds from this project are being used to offset City costs associated with the parking lot installation. Staff thought holding this meeting prior to the scheduled Dec. 19 Planning Commission meeting would be logical, as only a majority of the City Council is needed to conduct this brief public hearing. Logistics surrounding this item will be discussed in greater detail at the December 5 meeting.

PARKING LOT PROJECT UPDATE

The work to be accomplished in 2016 at the parking lot project is nearly complete, with the final remaining component being the installation of the parking lot lighting. We are pleased with the outcome of this project and have already seen it widely used, which is very nice to see! Fencing on the eastern boundary and plantings for the raingarden will be coordinated over the winter, in preparation for a spring installation.

CITY ADMINISTRATOR RECRUITMENT

As discussed at the November 15 Special Council meeting, I have accepted the City Administrator position at the City of Rosemount. While this is certainly a bittersweet decision for me, I am excited at the new opportunity and will dearly miss the staff, Council, and residents of Bayport. You have all been exceedingly welcoming, supportive, and kind to me, and I am very grateful for the time I spent here and proud of the wonderful accomplishments we have achieved as a team. Thank you all very much.

The Council authorized staff to work with Hue Life Consultants to begin the recruitment process for the new City Administrator, and much work has already occurred on that project. The job posting will be circulated very soon, and applications will likely be accepted until early January. At that point, the consultant will do an initial screening of the candidates and will present a slate of semifinalists for consideration in January. Interviews with final candidates will occur in early February, and a new administrator will likely be on board in early March.

UPCOMING MEETINGS AND EVENTS

December 5	City Council workshop	5pm	City Hall
December 5	City Council meeting	6pm	City Hall
December 7	Lighting of the Village Green	6pm	Village Green
December 19	Special City Council meeting (TBD)	5:30pm	City Hall
December 19	Planning Commission meeting	6pm	City Hall
Dec. 22 & 26	City Hall closed		