

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
February 13, 2017**

REGULAR MEETING

7:00 P.M.

CALL TO ORDER

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

APPROVAL OF AGENDA

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

1. January recycling award recipient is Sam Clunis-Horak who will be awarded for her recycling efforts, with funding made possible by a grant from Washington County.

OPEN FORUM

The open forum is a portion of the meeting to address the City Council on subjects that are not a part of the meeting agenda. The City Council may take action or reply at the time of the statement or may give direction to staff regarding investigation of the concerns expressed.

A total of 15 minutes is allotted for the public comment period (not 15 minutes per person)

- 1.
- 2.

CONSENT AGENDA

Consider a resolution adopting items 1 through 11

- | | <u>TAB #</u> |
|---|---------------------|
| 1. January 9, 2017 City Council regular meeting minutes | 1 |
| 2. January 23, 2017 City Council special meeting minutes | 2 |
| 3. January payables and receipts (check numbers 008015-008143) | 3 |
| 4. January building, plumbing and mechanical permits report | 4 |
| 5. Special event application from the Kinnicroix Girl Scouts for a day camp at Lakeside Park on June 16-18, 2017 | 5 |
| 6. Special event applications from Bayport Community Action League for 2017 events | 6 |
| 7. Special event application from American Cancer Society for Bark for Life event at Barker's Alps Park on Saturday, May 13, 2017 | 7 |
| 8. Donation in the amount of \$300.00 to the Police Department from Hui Qin Song | 8 |
| 9. Purchase of a Ford F150 crew cab pickup truck for the Public Works Department | 9 |
| 10. Appointment of Pamela Johnson to the Bayport Public Library Board | 10 |
| 11. Waiver of statutory tort liability limits for city insurance coverage | 11 |

PUBLIC HEARINGS

UNFINISHED BUSINESS

TAB #

NEW BUSINESS

- | | |
|--|----|
| 1. Consider authorization for a feasibility study and preparation of plans and specifications for a utility extension, street reconstruction, and drainage improvement project | 12 |
| 2. Consider a variance application from Appendix C- Lower St. Croix River Bluffland and Shoreland Management of the Bayport City Code of Ordinances for the property located at 515 Lakeside Drive | 13 |
| 3. Consider appointment of a new City Administrator | 14 |

CITY COUNCIL LIAISON REPORTS

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CITY COUNCIL ITEMS AND ANNOUNCEMENTS

- 1.
- 2.

ADJOURNMENT

RESOLUTION NO. 17-

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD FEBRUARY 13, 2017**

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 13th day of 2017 at 7:00 p.m.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-11 FROM THE
FEBRUARY 13, 2017 CITY COUNCIL AGENDA**

1. January 9, 2017 City Council regular meeting minutes
2. January 23, 2017 City Council special meeting minutes
3. January payables and receipts (check numbers 008015-008143)
4. January building, plumbing and mechanical permits report
5. Special event application from the Kinnicroix Girl Scouts for a day camp at Lakeside Park on June 16-18, 2017
6. Special event applications from Bayport Community Action League for 2017 events
7. Special event application from American Cancer Society for Bark for Life event at Barker's Alps Park on Saturday, May 13, 2017
8. Donation in the amount of \$300.00 to the Police Department from Hui Qin Song
9. Purchase of a Ford F150 crew cab pickup truck for the Public Works Department
10. Appointment of Pamela Johnson to the Bayport Public Library Board
11. Waiver of statutory tort liability limits for city insurance coverage

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:

John Buckley –
Connie Carlson –

Michele Hanson –
Patrick McGann –

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Deputy Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, this 13th day of February 2017.

ATTEST:

Sara Taylor, Interim City Administrator

Patrick McGann, Deputy Mayor

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
JANUARY 9, 2017
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of January 9, 2017, to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

SWEARING IN OF MAYOR SUSAN ST. ORES

Interim City Administrator Taylor administered the Oath of Office to Mayor St. Ores.

SWEARING IN OF CITY COUNCIL MEMBERS JOHN BUCKLEY AND CONNIE CARLSON
Mayor St. Ores administered the Oath of Office to Councilmembers Buckley and Carlson.

ROLL CALL

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

Members Absent: None

Staff Present: Interim City Administrator/Planner Sara Taylor, Fire Chief Allen Eisinger, Public Works Supervisor Mel Horak, Public Works Director Matt Kline, City Planning Consultant Dan Licht, City Engineer John Parotti, and City Attorney Mark Vierling

APPROVAL OF AGENDA

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to approve the January 9, 2017 City Council agenda. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The December recycling award recipient is Alis DeLisle who will be awarded for her recycling efforts, with funding made possible by a grant from Washington County.
2. Residents were reminded that annual pet license registrations for are due February 1. All pets over 4 months of age must be licensed with the city. A late fee will apply after February 1.
3. Mayor St. Ores recognized residents Jim Kosmo, Dan Asmus and Jessica Buck for their winning entries in the *Focus on Bayport* Photo Contest. Winners were presented with a certificate and a Target gift card.
4. Mayor St. Ores thanked Avery and Lydia, 5th grade students at Andersen Elementary, for their recent letters of concern regarding littering. She hopes to visit their class to discuss the concerns expressed in the letters.

OPEN FORUM

Interim City Administrator Taylor said that per discussion at the December City Council meeting, residents were invited to provide public input during the open forum at tonight's meeting on the use of Police Department body worn cameras. Police Chief Eastman is working with the City Attorney to address the public comments the department previously received and revise the draft policy. An update will be provided at an upcoming meeting. Fire Chief Eisinger said his department works with City of Oak Park Heights police officers who utilize body worn cameras, and he believes they are a great resource.

CONSENT AGENDA

Mayor St. Ores read items 1-13 on the consent agenda.

Councilmember McGann introduced the following resolution and moved its adoption:

Resolution 17-01

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-13 FROM THE
JANUARY 9, 2017 CITY COUNCIL AGENDA**

1. November 15, 2016 City Council special meeting minutes
2. November 21, 2016 City Council workshop meeting minutes
3. December 5, 2016 City Council workshop meeting minutes
4. December 5, 2016 City Council regular meeting minutes
5. December 19, 2016 City Council special meeting minutes
6. December payables and receipts (check numbers 007891-008014)
7. December building, plumbing and mechanical permits report
8. Commercial refuse hauling licenses for 2017
9. Renewal of Complete Health Environmental and Safety Services (CHESS) safety consulting/training service agreement for 2017
10. Special event application from Run Stillwater, Inc., for Lift Bridge Road Race at Lakeside Park on July 22, 2017
11. Reappointment of Brian DeLisle as citizen representative on the Central St. Croix Valley Cable Commission
12. Pay application #2 from Miller Excavating for parking lot improvement project
13. Donation of \$1,000.00 to Fire Department for airboat from Michael Swisher

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

Susan St. Ores – aye
John Buckley – aye

Connie Carlson – aye
Michele Hanson – aye

Patrick McGann – aye

PUBLIC HEARINGS

UNFINISHED BUSINESS

NEW BUSINESS

Consider a conditional use permit (CUP) submitted by Engineered Supply, LLC to operate a distribution warehouse and outdoor storage in conjunction with corporate and design offices at the commercial property located at 201 2nd Avenue South, along with an amendment to Appendix B - Zoning of the Bayport City Code of Ordinances allowing for light distribution warehousing: Planning Consultant Licht reviewed an application from Arlen Grant, Engineered Supply, LLC, to move his business to the property located at 201 2nd Avenue South. The business is a light distribution warehouse used for office, inventory storage, distribution of goods, product assembly and packaging, and the proposed use is not currently identified as an allowed use in the B-1 Limited Business zoning district. The applicant is requesting a text amendment to the zoning ordinance to allow for this use in the B-1 district, along with a CUP to allow the use and outdoor storage accessory to the proposed use. The applicant plans to reduce the currently non-conforming impervious surface coverage (85% of the lot area) by adding 3,740 square feet of greenspace. The applicant will be making significant storm water management improvements and increasing infiltration, thus effectively managing storm water in compliance with the zoning ordinance. The site contains an existing 2,275 square foot building that the applicant intends to use immediately. The applicant proposes to build another 2,125 square foot office building to the east of

the existing building and a new 2,100 square foot warehouse/distribution building at the south (rear) portion of the property. Improvements to the existing access sites were reviewed and Planner Licht noted there are no conflicts with residential properties. The Planning Commission recommended a specific route for heavy trucks and vehicles be designated, especially during spring when seasonal weight restrictions are in effect. The site plan will be revised to identify 15 off-street paved parking stalls to comply with the zoning ordinance. The required site improvements and conditions of approval will be completed by December 31, 2017, and the developer will execute a development agreement with the city and provide a letter of credit to ensure completion of all improvements. At the December 19, 2016 Planning Commission public hearing/ meeting, the members recommended approval of the application. Staff is recommending approval of the text amendment to the zoning ordinance to allow the proposed use, based on consistency with the city's comprehensive plan and that the use is appropriate in the B-1 zoning district. Staff also recommends approval of a CUP allowing light distribution warehousing and outdoor storage on the site, subject to the 16 conditions of approval listed in the December 28, 2016 staff planning report.

Councilmember McGann, Planning Commission liaison, summarized the discussion at the Planning Commission meeting. He noted an average of 1-2 semi-trucks per day is expected as the business grows, however the majority of the vehicles accessing the site would be light trucks. Arlen Grant, Engineering Supply LLC, said his business distributes roof anchors for high-rise building window washing activity. Councilmember Hanson questioned the city action needed to address seasonal weight restrictions. Public Works Supervisor Horak said Central Avenue, Maine Street and part of Second Avenue South have been historically used as a 10-ton year-round truck route, however he is uncertain if the city has formally documented the route. He believes the city should designate these roadways as a 10-ton truck route to assure trucks can access the applicant's business year-round. Mayor St. Ores asked whether 2nd Avenue South is being considered for rework in the near future, as part of the city's street/utility improvements, since the applicant may be required to install curb and gutter. City Engineer Parotti said a determination will be made on the timing of recommended 2nd Avenue South water/sewer and street improvements, once it is determined how the water service will come into the building. Staff is also working with the applicant on the details of extending sewer to the site.

Councilmember Hanson introduced the following ordinance and moved its adoption:

Ordinance #856

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
AMENDING APPENDIX B – ZONING OF THE BAYPORT CITY CODE**

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

Susan St. Ores – aye

Connie Carlson – aye

Patrick McGann – aye

John Buckley – aye

Michele Hanson – aye

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 17-02

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT (CUP) TO OPERATE A
LIGHT DISTRIBUTION WAREHOUSE AND OUTDOOR STORAGE IN CONJUNCTION
WITH CORPORATE AND DESIGN OFFICES AT THE COMMERCIAL PROPERTY
LOCATED AT 201 2ND AVENUE SOUTH, LEGALLY DESCRIBED AS LOTS 16-24, BLOCK
88, BAYPORT, WASHINGTON COUNTY, MINNESOTA**

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
John Buckley – aye

Connie Carlson – aye
Michele Hanson – aye

Patrick McGann – aye

Consider an amendment to the city’s Comprehensive Plan submitted by the Stillwater Area Public School District to extend Bayport municipal water and sewer utilities to a parcel located along Stagecoach Trail in Baytown Township to facilitate construction of a new transportation service and maintenance facility: Planning Consultant Licht reviewed the Stillwater Area Public Schools-ISD 834’s request to extend Bayport’s sanitary sewer and water utilities to the property at 3547 Stagecoach Trail North, Baytown Township, to serve a proposed new bus maintenance facility for the school district. The school district determined that use of on-site sewage treatment and well utilities is not feasible, primarily due to the planned bus washing facility. All land use issues are subject to Baytown Township’s zoning and subdivision requirements and the application is being heard by the Baytown Planning Commission and Town Board this evening. In conjunction with the Baytown Township review, the City of Bayport has been requested to consider an amendment of its comprehensive plan to allow for designation of the property to be served by sanitary sewer and water services. Bayport’s comprehensive plan limits future utility extensions to service areas defined by the Metropolitan Council’s 2040 Municipal Urban Service Area (MUSA). Since the proposed site falls outside the MUSA boundary, a comprehensive plan amendment is needed to include the site within the city’s future utility service area. Extension of the municipal utilities would only serve the subject site, and all costs would be borne by the school district. City staff have determined that extending the MUSA boundary to include the site would have minimal impact on the city’s land use plan, and that it is good policy to work with the public school district that provides services to shared constituents. The City Engineer has determined that the existing trunk sewer lines and water system have adequate capacity for the proposed facility, however additional review may be required to verify an adequate supply for fire protection needs. The Planning Commission conducted a public hearing on the application at the December 19, 2016 meeting and recommended approval of the application. Extension of the utilities would be contingent upon execution of a Joint Powers Agreement (JPA) between the city and Baytown Township.

Mayor St. Ores requested additional information on Bayport’s capacity to provide for the long-term water needs of its residents and the proposed bus maintenance facility’s potential impact on water quality. City Engineer Parotti stated he reviewed capacity calculations through 2030 and there would be a negligible impact on projected sanitary sewer flow rates. Tony Willger, Manager of Operations for the school district, said the bus washing bay would have pollutant control measures in place. The application will also be forwarded to the Metropolitan Council for review, since it treats Bayport’s waste water. Mayor St. Ores questioned the impact additional bus traffic on Stagecoach Trail may have for Inspiration residents. Mr. Willger said they have been working with Washington County on traffic issues and possible upgrades to the route when Stagecoach Trail is improved in 2018. Consultant Licht added that Washington County will be approving the site access and addressing traffic issues, and the Middle St. Croix Watershed Management Organization will be involved to make sure any site contaminants are properly controlled. He added the proposed facility is over 1,000 feet from the homes at the southern edge of Inspiration and Baytown Township will be reviewing noise concerns as part of the land use application. Interim City Administrator Taylor added that Baytown officials have received comments about traffic, noise, etc., and will be considering these issues as part of their review/approval process.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 17-**

A RESOLUTION AMENDING THE CITY OF BAYPORT COMPREHENSIVE PLAN TO REVISE THE DESIGNATED MUNICIPAL URBAN SERVICE AREA (MUSA) BOUNDARIES AND AUTHORIZE THE EXTENSION OF BAYPORT MUNICIPAL UTILITIES TO FACILITATE CONSTRUCTION OF A NEW TRANSPORTATION SERVICE AND MAINTENANCE FACILITY FOR THE STILLWATER AREA SCHOOL DISTRICT LOCATED AT 3547 STAGECOACH TRAIL NORTH, BAYTOWN TOWNSHIP, WASHINGTON COUNTY, MINNESOTA, AS LEGALLY DESCRIBED ON THE ATTACHED DESCRIPTION

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 Patrick McGann – aye
John Buckley – aye Michele Hanson – aye

***** Subsequent to approval of the above resolution, Baytown Township denied the school district's application and the Stillwater School District withdrew their application. For these reasons, the City of Bayport resolution was not executed and the Comprehensive Plan was not amended.***

Consider appointments, designations, and City Council liaison assignments for 2017:

Deputy Mayor	Patrick McGann
City Attorney	Eckberg Law Firm
City Engineer	SEH (John Parotti)
City Auditor	Schlenner Wenner and Co.
Deputy City Clerk	Asst. City Administrator (Sara Taylor)
Emergency Preparedness	Fire Chief (Allen Eisinger)
	Police Chief (Laura Eastman)
Deputy Fire Chiefs	Jason Severson
	Mike Galowitz
Weed Inspector	Mayor (Susan St. Ores)
Assistant Weed Inspector	Public Works Supervisor (Mel Horak)
Animal Control	Police Chief (Laura Eastman)
Assessor	Washington County
Official Depository	First State Bank and Trust
Official Newspaper	Stillwater Gazette
Animal Impound Agency	St. Croix Animal Shelter-Woodbury
On Site Septic Inspection	Washington County
Financial Advisor	Northland Securities, UBS, FTN, Springsted
Planning Commission Liaison	John Buckley/Patrick McGann, alternate
Library Board Liaison	Connie Carlson/Michele Hanson, alternate
Cable Commission Liaison	Michele Hanson/Connie Carlson, alternate
Middle St. Croix Watershed Liaison	Patrick McGann/Susan St. Ores, alternate
Andersen Citizen Advisory Liaison	Susan St. Ores/Michele Hanson, alternate

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to accept the 2017 appointments, designations and City Council liaison appointments as listed above. Motion carried 5-0.

Consider City Council regular meeting and workshop dates for 2017: Following discussion on the proposed dates, the following meeting and workshop dates were recommended:

Monday, January 9	Monday, May 1	Monday, September 11*
Monday, February 13**	Monday, June 5	Monday, October 2
Monday, March 6	Monday, July 10*	Monday, November 6
Monday, April 3	Monday, August 7	Monday, December 4

*Due to the Independence and Labor Day holiday

** February meeting will be held on second Monday at 7:00 p.m.

Workshop dates: March 6, June 5, September 11, December 4 at 4:30 p.m., unless otherwise noted.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to accept the 2017 City Council meeting and workshop dates as listed above. Motion carried 5-0.

COUNCIL LIAISON REPORTS

Councilmember McGann said there are two open seats on the Planning Commission and encouraged residents to consider these appointments.

Councilmember Carlson said the Library Board is seeking a new member to complete the term of James Eberhardt who recently resigned from the board. The next meeting of the Library Board is scheduled for February 21, 6:00 p.m., at the library.

Mayor St. Ores attended the Lighting of the Green on December 7 at Village Green Park and thanked everyone who contributed to the success of this Bayport Community Action League (BCAL) event.

Councilmember Hanson reported she is a new member of the BCAL and welcomed interested residents to attend the next meeting on Thursday, January 12, 6:30 p.m., at the Bayport American Legion.

STAFF/CITY ADMINISTRATOR REPORTS

Fire Chief Eisinger reported the department responded to 112 calls in December, with a total of 1,280 calls in 2016 (3.7% growth from 2015). The yearly breakdown of calls was reviewed, with a continued increase of calls to Oak Park Heights noted. Monthly training, meetings, community events and upcoming events were reviewed. The child car seat clinic was a success and will be repeated in 2017. On call car seat appointments are also available through Regions Hospital. The Minnesota Firefighter Foundation Board, of which Chief Eisinger is a member, received a \$12,000 donation to assist with an upcoming memorial service at the Minnesota State Capitol. The department will have their annual appreciation dinner on January 21, and the Lower St. Croix Valley Fire Department will cover calls during the event. A long-awaited Computer Aided Dispatch Records Management System will be in place within Washington County soon and the public safety software dispatch package will greatly enhance the department's response efficiency. He reminded everyone that "no ice is safe ice" and asked everyone to remove snow and ice from their sidewalks and driveway. Mayor St. Ores acknowledged the department for their commitment in honoring firefighters from other jurisdictions.

Public Works Supervisor Horak reviewed his monthly update, noting that six large hazardous trees in the city were recently removed. Ongoing tree trimming will occur throughout the winter months and residents were asked to use caution around tree trimming activities. New Public Works Director Matt Kline began his employment with the city today.

Interim City Administrator/Planner Taylor noted the application deadline for the City Administrator position closed January 5, and 82 applications were received. The consulting search firm is reviewing

the applications and the City Council will meet on January 23 to select candidates for interviews. Priority park reservations are open for residents through January 15. Lights will be installed in the new municipal parking lot this week.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Michael Swisher was recognized and thanked for his donation to the Fire Department.
2. Councilmember Buckley was welcomed to the City Council.

ADJOURNMENT

It was moved by Councilmember Buckley and seconded by Councilmember Hanson to adjourn the meeting at 7:27 p.m. Motion carried 5-0.

City Administrator/Clerk

**CITY OF BAYPORT
CITY COUNCIL SPECIAL MEETING MINUTES
COUNCIL CHAMBERS
JANUARY 23, 2017
5:00 PM**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the special City Council meeting of January 23, 2017 to order at 5:06 p.m.

ROLL CALL

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

Members Absent: None

Staff Present: Interim City Administrator/Planner Sara Taylor

Others Present: Hiring Search Consultant Dr. Richard Fursman

CONSIDER CANDIDATES TO INTERVIEW FOR THE CITY ADMINISTRATOR POSITION

Consultant Richard Fursman reviewed 13 semi-finalist candidate profiles with the City Council. Based on the candidate information provided and discussion, the City Council selected 5 individuals in which to invite to participate in the interview process scheduled for January 25 and 26. Assuming the interview process proceeds on schedule, the City Council is tentatively expected to appoint a new City Administrator at the February 13 regular meeting.

CONSIDER A GRANT APPLICATION FOR A POTENTIAL LAND AND WATER LEGACY PROGRAM (LWLP) PROJECT

Interim City Administrator Taylor provided an update on the potential LWLP project and a grant opportunity of up to \$800,000 through the Conservation Partners Legacy (CPL) managed by the Department of Natural Resources. As part of the grant application, a letter of support is required from the City Council stating that the city is a partner in pursuing this project/acquisition and is prepared to pledge funding to contribute to the project. Discussion followed on the scope of the project and timeline for the grant. Administrator Taylor noted that the grant deadline was January 27, with a tentative award by April 1, 2017. It was also noted that the City Council could choose not to accept the grant award if for some reason the city decided not to pursue the project. It was the consensus of the City Council to pursue the CPL grant and other potential funding sources that could help make the LWLP project feasible.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Buckley to adjourn the meeting at 6:37 p.m. Motion carried 5-0.

City Administrator/Clerk

CITY OF BAYPORT

*Budget Control Summary

Current Period: JANUARY 2017

Account Descr	2017 Cumulative Budget	2017 Cumulative Actuals	2017 Cumulative Variance	2017 % Variance
FUND 101 GENERAL				
Revenue Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$1,945,751.00	\$33,591.33	\$1,912,159.67	98.27%
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41240 RECYCLING	\$6,000.00	\$2,000.00	\$4,000.00	66.67%
DEPT 41600 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41602 CURB & SIDEWALK PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$27,875.00	\$19,243.24	\$8,631.76	30.97%
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	\$99,900.00	\$2,541.09	\$97,358.91	97.46%
DEPT 42200 FIRE PROTECTION	\$442,609.00	\$1,110.30	\$441,498.70	99.75%
DEPT 42201 FIRE STATION	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 STREET MAINT	\$7,000.00	\$0.00	\$7,000.00	100.00%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43141 STILLWATER SCH - BUS FACILI	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 PARKS	\$34,150.00	\$560.00	\$33,590.00	98.36%
DEPT 43201 PERRO PARK PROJECT/PLAN	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43300 CEMETERY	\$14,000.00	\$0.00	\$14,000.00	100.00%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
Total Revenue Accounts	\$2,577,285.00	\$59,045.96	\$2,518,239.04	97.71%
Expenditure Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41100 ELECTIONS	\$1,700.00	\$0.00	\$1,700.00	100.00%
DEPT 41200 MAYOR & COUNCIL	\$242,258.00	\$16,294.34	\$225,963.66	93.27%
DEPT 41240 RECYCLING	\$7,380.00	\$664.95	\$6,715.05	90.99%
DEPT 41400 ADMINISTRATION	\$164,535.00	\$11,588.42	\$152,946.58	92.96%
DEPT 41910 PLANNING & ZONING	\$141,571.00	\$23,627.92	\$117,943.08	83.31%
DEPT 41940 MUNICIPAL BUILDINGS	\$51,784.00	\$2,428.67	\$49,355.33	95.31%
DEPT 42100 POLICE	\$838,820.00	\$30,333.70	\$808,486.30	96.38%
DEPT 42200 FIRE PROTECTION	\$521,379.00	\$4,833.46	\$516,545.54	99.07%
DEPT 42201 FIRE STATION	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 STREET MAINT	\$323,268.00	\$28,776.42	\$294,491.58	91.10%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43135 56TH ST & PICKETT AVE TRAIL	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43140 HAYNER/2ND ST. S UTILITY PR	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43141 STILLWATER SCH - BUS FACILI	\$0.00	\$3,953.74	-\$3,953.74	0.00%
DEPT 43160 STREET LIGHTING	\$32,150.00	\$2,323.37	\$29,826.63	92.77%
DEPT 43200 PARKS	\$68,623.00	\$2,082.17	\$66,540.83	96.97%
DEPT 43300 CEMETERY	\$7,775.00	\$0.00	\$7,775.00	100.00%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
Total Expenditure Accounts	\$2,401,243.00	\$126,907.16	\$2,274,335.84	94.71%

ST

CITY OF BAYPORT

02/03/17 12:00 PM

*Fund Summary -
Budget to Actual©

Page 1

JANUARY 2017

	2017 YTD Budget	JANUARY MTD Amount	2017 YTD Amount	2017 YTD Balance	2017 % YTD Budget
FUND 101 GENERAL					
Revenue	\$2,577,285.00	\$59,045.96	\$59,045.96	\$2,518,239.04	2.29%
Expenditure	\$2,401,243.00	\$126,907.16	\$126,907.16	\$2,274,335.84	5.29%
		<u>-\$67,861.20</u>	<u>-\$67,861.20</u>		
FUND 102 STREET RECONSTRUCTION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 103 G O TIF BD FUND 1990 CAP PROJ					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 106 TIF ECON DEV DIST 2					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 200 FIRE EQUIPMENT REPLACEMENT FUN					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 201 D.A.R.E.					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 202 DRUG FORFEITURE					
Revenue	\$0.00	\$3,037.50	\$3,037.50	-\$3,037.50	0.00%
Expenditure	\$0.00	\$94.50	\$94.50	-\$94.50	0.00%
		<u>\$2,943.00</u>	<u>\$2,943.00</u>		
FUND 203 PUBLIC WORKS EQUIPMENT REPL					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 204 RECREATION CAP EQUIP & MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 205 TAX STABILIZATION FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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***Fund Summary -
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JANUARY 2017

	2017 YTD Budget	JANUARY MTD Amount	2017 YTD Amount	2017 YTD Balance	2017 % 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	\$3,000.00	\$3,000.00	-\$3,000.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$3,000.00	\$3,000.00		
FUND 208 PRISON SEWER PROJECT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 209 DEVELOPER REIMBURSED PROJECTS					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 210 K-9 UNIT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 211 LIBRARY					
Revenue	\$295,800.00	\$1,318.00	\$1,318.00	\$294,482.00	0.45%
Expenditure	\$295,800.00	\$12,681.73	\$12,681.73	\$283,118.27	4.29%
		-\$11,363.73	-\$11,363.73		
FUND 300 ANDERSEN WINDOWS EQUIP GRANT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 306 DEBT GO BOND 2015A \$2,025,000					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
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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JANUARY 2017

	2017 YTD Budget	JANUARY MTD Amount	2017 YTD Amount	2017 YTD Balance	2017 % YTD Budget
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$29,992.00	\$100,156.25	\$100,156.25	-\$70,164.25	333.94%
		-\$100,156.25	-\$100,156.25		
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	\$391,750.00	\$5,169.29	\$5,169.29	\$386,580.71	1.32%
Expenditure	\$547,511.00	\$19,891.58	\$19,891.58	\$527,619.42	3.63%
		-\$14,722.29	-\$14,722.29		
FUND 602 SEWER					
Revenue	\$678,000.00	\$2,400.00	\$2,400.00	\$675,600.00	0.35%
Expenditure	\$765,717.00	\$45,427.04	\$45,427.04	\$720,289.96	5.93%
		-\$43,027.04	-\$43,027.04		
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	-\$140.60	-\$140.60	\$140.60	0.00%
Expenditure	\$0.00	\$1,579.74	\$1,579.74	-\$1,579.74	0.00%
		-\$1,720.34	-\$1,720.34		
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%

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	2017 YTD Budget	JANUARY MTD Amount	2017 YTD Amount	2017 YTD Balance	2017 % YTD Budget
		\$0.00	\$0.00		
Report Total		-\$232,907.85	-\$232,907.85		

CITY OF BAYPORT
REVENUE SUMMARY YTD THRU 01/31/2017

FUND	FUND Descr	2017 Budget	2017 YTD Amt	2017 % of Budget	2017 % of Budget Remain
FUND 101	GENERAL	\$2,577,285.00	\$59,045.96	2.61%	97.39%
FUND 102	STREET RECONSTRUCTION	\$0.00	\$0.00	0.00%	0.00%
FUND 103	G O TIF BD FUND 1990 CAP PRO	\$0.00	\$0.00	0.00%	0.00%
FUND 106	TIF ECON DEV DIST 2	\$0.00	\$0.00	0.00%	0.00%
FUND 107	TIF REDEVELOPMENT DISTRICT	\$0.00	\$0.00	0.00%	0.00%
FUND 200	FIRE EQUIPMENT REPLACEMENT	\$0.00	\$0.00	0.00%	0.00%
FUND 202	DRUG FORFEITURE	\$0.00	\$3,037.50	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	\$3,000.00	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	\$1,318.00	0.45%	99.55%
FUND 300	ANDERSEN WINDOWS EQUIP GR	\$0.00	\$0.00	0.00%	0.00%
FUND 303	GO TIF BOND 1990 DEBT SERVIC	\$0.00	\$0.00	0.00%	0.00%
FUND 400	NEW FIRE STATION	\$0.00	\$0.00	0.00%	0.00%
FUND 412	CEMETERY CAPITAL IMPROV	\$0.00	\$0.00	0.00%	0.00%
FUND 413	POLICE EQUIPMENT FUND	\$0.00	\$0.00	0.00%	0.00%
FUND 414	OFFICE AUTOMATION	\$0.00	\$0.00	0.00%	0.00%
FUND 415	MUNICIPAL BLDGS MAINT	\$0.00	\$0.00	0.00%	0.00%
FUND 416	PERRO CREEK OUTLET	\$0.00	\$0.00	0.00%	0.00%
FUND 601	WATER	\$391,750.00	\$5,169.29	1.78%	98.22%
FUND 602	SEWER	\$678,000.00	\$2,400.00	0.47%	99.53%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
FUND 803	P & Z ESCROWS	\$0.00	-\$140.60	0.00%	0.00%
FUND 851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$3,942,835.00	\$73,830.15	2.17%	97.83%

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FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 101 GENERAL					
101	01/31/17	\$12,344.00	16947	TAX SETTLEMENT 1/25/17	R 101-00000-31000 GENERAL
101	01/19/17	\$300.00	6610	LIQUOR - CLUB CK # 30351	R 101-00000-32100 BUSINES
101	01/19/17	\$240.00	6610	LIQUOR - OFF SALE CK # 9000	R 101-00000-32100 BUSINES
101	01/19/17	\$200.00	6610	LIQUOR - SUNDAY CK # 19355	R 101-00000-32100 BUSINES
101	01/19/17	\$2,000.00	6610	LIQUOR - ON SALE CK # 19355	R 101-00000-32100 BUSINES
101	01/19/17	\$240.00	6610	LIQUOR - OFF SALE CK # 19355	R 101-00000-32100 BUSINES
101	01/19/17	\$240.00	6610	LIQUOR - OFF SALE CK # 5770	R 101-00000-32100 BUSINES
101	01/19/17	\$200.00	6610	LIQUOR - SUNDAY CK # 1705	R 101-00000-32100 BUSINES
101	01/19/17	\$200.00	6610	LIQUOR - SUNDAY CK # 9000	R 101-00000-32100 BUSINES
101	01/19/17	\$240.00	6610	LIQUOR - OFF SALE CK # 1655	R 101-00000-32100 BUSINES
101	01/19/17	\$2,000.00	6610	LIQUOR - ON SALE CK # 9000	R 101-00000-32100 BUSINES
101	01/19/17	\$200.00	6610	LIQUOR - SUNDAY CK # 30351	R 101-00000-32100 BUSINES
101	01/19/17	\$200.00	6610	LIQUOR - SUNDAY CK # 2024	R 101-00000-32100 BUSINES
101	01/19/17	\$2,000.00	6610	LIQUOR - ON SALE CK # 2024	R 101-00000-32100 BUSINES
101	01/19/17	\$200.00	6610	LIQUOR - SUNDAY CK # 5329	R 101-00000-32100 BUSINES
101	01/19/17	\$2,000.00	6610	LIQUOR - ON SALE CK # 5329	R 101-00000-32100 BUSINES
101	01/19/17	\$200.00	6610	LIQUOR - SUNDAY CK # 15289	R 101-00000-32100 BUSINES
101	01/19/17	\$2,000.00	6610	LIQUOR - ON SALE CK # 15289	R 101-00000-32100 BUSINES
101	01/19/17	\$2,000.00	6610	LIQUOR - ON SALE CK # 1655	R 101-00000-32100 BUSINES
101	01/19/17	\$250.00	6610	TOBACCO CK # 0001054798	R 101-00000-32100 BUSINES
101	01/03/17	\$1,913.33	6546	GAMBLING PROCEEDS CK # 12259	R 101-00000-32204 GAMBLIN
101	01/11/17	\$100.00	6591	GAMBLING PROCEEDS American Legion P	R 101-00000-32204 GAMBLIN
101	01/04/17	\$62.00	6565	ADMINISTRATIVE FEES	R 101-00000-33100 ADMINIS
101	01/05/17	\$62.00	6574	ADMINISTRATIVE FEES	R 101-00000-33100 ADMINIS
101	01/05/17	\$62.00	6577	ADMINISTRATIVE FEES	R 101-00000-33100 ADMINIS
101	01/12/17	\$500.00	6596	ADMINISTRATIVE FEES Tessman #1284	R 101-00000-33100 ADMINIS
101	01/03/17	\$18.00	6547	ASSESSMENT SEARCH CK # 3020	R 101-00000-34105 USER FEE
101	01/12/17	\$30.00	6575	ASSESSMENT SEARCH CK # 3196	R 101-00000-34105 USER FEE
101	01/13/17	\$30.00	6576	ASSESSMENT SEARCH CK # 3237	R 101-00000-34105 USER FEE
101	01/13/17	\$30.00	6594	ASSESSMENT SEARCH CK # 3238	R 101-00000-34105 USER FEE
101	01/24/17	\$30.00	6622	ASSESSMENT SEARCH CK # 3249	R 101-00000-34105 USER FEE
101	01/31/17	\$3,500.00	16943	JAN 2017 DOC BUS PARKING RENTAL	R 101-00000-36220 RENTAL I
101	01/04/17	\$2,485.00	6565	SAC	G 101-20102 S A C CHARGES
101	01/05/17	\$2,485.00	6574	SAC	G 101-20102 S A C CHARGES
101	01/05/17	\$2,485.00	6577	SAC	G 101-20102 S A C CHARGES
101	01/03/17	\$70.00	6556	STATE SURCHARGE - COMMERCIAL Horwi	G 101-20104 STATE SURCHA
101	01/04/17	\$173.58	6565	BUILDING SURCHARGE Mattamy #4029	G 101-20104 STATE SURCHA
101	01/05/17	\$225.00	6574	BUILDING SURCHARGE MATTAMY #4030	G 101-20104 STATE SURCHA
101	01/05/17	\$150.00	6577	BUILDING SURCHARGE Mattamy #4031	G 101-20104 STATE SURCHA
101	01/09/17	\$1.00	6582	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	01/09/17	\$1.00	6584	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	01/09/17	\$1.00	6584	PLUMBING SURCHARGE - RESIDENTIAL	G 101-20104 STATE SURCHA
101	01/09/17	\$1.00	6586	PLUMBING SURCHARGE - RESIDENTIAL S	G 101-20104 STATE SURCHA
101	01/09/17	\$1.00	6586	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	01/12/17	\$2.80	6593	BUILDING SURCHARGE Nowaczek #1230	G 101-20104 STATE SURCHA
101	01/13/17	\$1.00	6603	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	01/13/17	\$1.00	6604	MECHANICAL SURCHARGE - RESIDENTIA	G 101-20104 STATE SURCHA
101	01/19/17	\$1.00	6618	BUILDING SURCHARGE ck 9773	G 101-20104 STATE SURCHA
101	01/23/17	\$3.50	6625	STATE SURCHARGE - COMMERCIAL ch 11	G 101-20104 STATE SURCHA
101	01/04/17	\$7.13	6562	State Sales Tax Hanson #7178	G 101-20603 SALES TAX PAY
101	01/12/17	\$2.49	6595	State Sales Tax Bakke #7392	G 101-20603 SALES TAX PAY
101	01/13/17	\$6.06	6602	State Sales Tax CK 323	G 101-20603 SALES TAX PAY

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FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	01/17/17	\$7.13	6607	State Sales Tax check 7808	G 101-20603 SALES TAX PAY
101	01/18/17	\$2.49	6614	State Sales Tax ck 10195	G 101-20603 SALES TAX PAY
101	01/18/17	\$2.50	6614	State Sales Tax	G 101-20603 SALES TAX PAY
101	01/23/17	\$6.06	6626	State Sales Tax Ck 7714	G 101-20603 SALES TAX PAY
101	01/24/17	\$0.27	6630	State Sales Tax CK # 110035382	G 101-20603 SALES TAX PAY
101	01/25/17	\$6.06	6633	State Sales Tax 12341	G 101-20603 SALES TAX PAY
101	01/24/17	\$162.50	6620	UNICARE LIFE REFUND CK # 62514085	G 101-27118 UNUM LIFE INS
101	01/03/17	\$200.00	6561	REFUSE HAUL LICENSE Twin City Refuse	R 101-41240-32100 BUSINES
101	01/03/17	\$200.00	6561	REFUSE HAUL LICENSE Advanced Disposal	R 101-41240-32100 BUSINES
101	01/03/17	\$200.00	6561	REFUSE HAUL LICENSE Atomic Recycling	R 101-41240-32100 BUSINES
101	01/03/17	\$200.00	6561	REFUSE HAUL LICENSE Lightning Disposal	R 101-41240-32100 BUSINES
101	01/03/17	\$200.00	6561	REFUSE HAUL LICENSE Republic Services	R 101-41240-32100 BUSINES
101	01/03/17	\$200.00	6561	REFUSE HAUL LICENSE Ray Anderson & S	R 101-41240-32100 BUSINES
101	01/03/17	\$200.00	6561	REFUSE HAUL LICENSE Maroney's #3703	R 101-41240-32100 BUSINES
101	01/03/17	\$200.00	6561	REFUSE HAUL LICENSE Tennis Rolloff #30	R 101-41240-32100 BUSINES
101	01/03/17	\$200.00	6561	REFUSE HAUL LICENSE Shamrock Disposa	R 101-41240-32100 BUSINES
101	01/04/17	\$200.00	6567	REFUSE HAUL LICENSE Waste Manageme	R 101-41240-32100 BUSINES
101	01/04/17	\$50.00	6564	CONTRACTOR LICENSE - SPECIALTY Appo	R 101-41910-32100 BUSINES
101	01/04/17	\$100.00	6564	CONTRACTOR LICENSE - GENERAL Kraus	R 101-41910-32100 BUSINES
101	01/04/17	\$50.00	6564	CONTRACTOR LICENSE - SPECIALTY Mille	R 101-41910-32100 BUSINES
101	01/04/17	\$50.00	6564	CONTRACTOR LICENSE - SPECIALTY Asso	R 101-41910-32100 BUSINES
101	01/04/17	\$50.00	6564	CONTRACTOR LICENSE - SPECIALTY Fires	R 101-41910-32100 BUSINES
101	01/04/17	\$50.00	6564	CONTRACTOR LICENSE - SPECIALTY Genz	R 101-41910-32100 BUSINES
101	01/04/17	\$50.00	6564	CONTRACTOR LICENSE - SPECIALTY Corv	R 101-41910-32100 BUSINES
101	01/04/17	\$100.00	6564	CONTRACTOR LICENSE - GENERAL Boldt	R 101-41910-32100 BUSINES
101	01/04/17	\$50.00	6564	CONTRACTOR LICENSE - SPECIALTY Harri	R 101-41910-32100 BUSINES
101	01/04/17	\$50.00	6564	CONTRACTOR LICENSE - SPECIALTY Sch	R 101-41910-32100 BUSINES
101	01/04/17	\$100.00	6564	CONTRACTOR LICENSE - GENERAL Siegfri	R 101-41910-32100 BUSINES
101	01/04/17	\$50.00	6564	CONTRACTOR LICENSE - SPECIALTY TeIC	R 101-41910-32100 BUSINES
101	01/04/17	\$50.00	6564	CONTRACTOR LICENSE - SPECIALTY Hor	R 101-41910-32100 BUSINES
101	01/04/17	\$50.00	6564	CONTRACTOR LICENSE - SPECIALTY Sabr	R 101-41910-32100 BUSINES
101	01/04/17	\$50.00	6564	CONTRACTOR LICENSE - SPECIALTY Q3	R 101-41910-32100 BUSINES
101	01/04/17	\$50.00	6564	CONTRACTOR LICENSE - SPECIALTY Ande	R 101-41910-32100 BUSINES
101	01/04/17	\$50.00	6564	CONTRACTOR LICENSE - SPECIALTY DSM	R 101-41910-32100 BUSINES
101	01/04/17	\$100.00	6564	CONTRACTOR LICENSE - GENERAL TNC I	R 101-41910-32100 BUSINES
101	01/05/17	\$50.00	6573	CONTRACTOR LICENSE - SPECIALTY SAV	R 101-41910-32100 BUSINES
101	01/09/17	\$100.00	6580	CONTRACTOR LICENSE - GENERAL CASH	R 101-41910-32100 BUSINES
101	01/03/17	\$50.00	6549	SPECIAL EVENT APP - PROFIT AGENCIES	R 101-41910-32200 NONBUSI
101	01/10/17	\$50.00	6588	SPECIAL EVENT APP - PROFIT AGENCIES	R 101-41910-32200 NONBUSI
101	01/19/17	\$15.00	6613	SPECIAL EVENT APP - NONPROFIT/PUBLI	R 101-41910-32200 NONBUSI
101	01/19/17	\$60.00	6631	SPECIAL EVENT APP - NONPROFIT/PUBLI	R 101-41910-32200 NONBUSI
101	01/26/17	\$25.00	6635	DUMPSTER/BULK CONTAINER 3044	R 101-41910-32200 NONBUSI
101	01/03/17	\$910.00	6556	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	01/04/17	\$208.30	6565	SEDIMENT & EROSION CONTROL	R 101-41910-32210 BUILDIN
101	01/04/17	\$1,654.09	6565	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	01/04/17	\$2,544.75	6565	BUILDING PERMIT Mattamy #4029	R 101-41910-32210 BUILDIN
101	01/05/17	\$3,156.75	6574	BUILDING PERMIT MATTAMY #4030	R 101-41910-32210 BUILDIN
101	01/05/17	\$2,051.89	6574	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	01/05/17	\$270.00	6574	SEDIMENT & EROSION CONTROL	R 101-41910-32210 BUILDIN
101	01/05/17	\$180.00	6577	SEDIMENT & EROSION CONTROL	R 101-41910-32210 BUILDIN
101	01/05/17	\$1,466.89	6577	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	01/05/17	\$2,256.75	6577	BUILDING PERMIT Mattamy #4031	R 101-41910-32210 BUILDIN
101	01/12/17	\$86.29	6593	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	01/12/17	\$132.75	6593	BUILDING PERMIT Nowaczek #1230	R 101-41910-32210 BUILDIN

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101	01/19/17	\$99.00	6618	BUILDING PERMIT ck 9773	R 101-41910-32210 BUILDIN
101	01/23/17	\$147.50	6625	BUILDING PERMIT ch 11025	R 101-41910-32210 BUILDIN
101	01/23/17	\$95.88	6625	PLAN REVIEW ch 11025	R 101-41910-32210 BUILDIN
101	01/09/17	\$199.00	6584	PLUMBING PERMIT - RESIDENTIAL	R 101-41910-32220 PLUMBIN
101	01/09/17	\$199.00	6586	PLUMBING PERMIT - RESIDENTIAL SABR	R 101-41910-32220 PLUMBIN
101	01/03/17	\$1,400.00	6556	MECHANICAL PERMIT - COMMERCIAL Hor	R 101-41910-32230 MECHANI
101	01/09/17	\$79.00	6582	MECHANICAL PERMIT - RESIDENTIAL FIR	R 101-41910-32230 MECHANI
101	01/09/17	\$199.00	6584	MECHANICAL PERMIT - RESIDENTIAL SAB	R 101-41910-32230 MECHANI
101	01/09/17	\$199.00	6586	MECHANICAL PERMIT - RESIDENTIAL SAB	R 101-41910-32230 MECHANI
101	01/13/17	\$79.00	6603	MECHANICAL PERMIT - RESIDENTIAL CK	R 101-41910-32230 MECHANI
101	01/13/17	\$79.00	6604	MECHANICAL PERMIT - RESIDENTIAL ck2	R 101-41910-32230 MECHANI
101	01/03/17	\$10.00	6548	PET LICENSE - SPAY/NEUT Novak - Cash	R 101-42100-32240 ANIMAL F
101	01/03/17	\$10.00	6548	PET LICENSE - SPAY/NEUT HORAK - CAS	R 101-42100-32240 ANIMAL F
101	01/03/17	\$20.00	6548	PET LICENSE - SPAY/NEUT Pieper #7811	R 101-42100-32240 ANIMAL F
101	01/03/17	\$20.00	6548	PET LICENSE - SPAY/NEUT Dahl #5741	R 101-42100-32240 ANIMAL F
101	01/03/17	\$10.00	6548	PET LICENSE - SPAY/NEUT Langlois - #43	R 101-42100-32240 ANIMAL F
101	01/03/17	\$10.00	6548	PET LICENSE - SPAY/NEUT Dombrowski -	R 101-42100-32240 ANIMAL F
101	01/03/17	\$10.00	6548	PET LICENSE - SPAY/NEUT Friedrich - Cas	R 101-42100-32240 ANIMAL F
101	01/03/17	\$20.00	6548	PET LICENSE - SPAY/NEUT Rothe - Cash	R 101-42100-32240 ANIMAL F
101	01/03/17	\$20.00	6548	PET LICENSE - SPAY/NEUT Kamps - Cash	R 101-42100-32240 ANIMAL F
101	01/03/17	\$10.00	6550	PET LICENSE - SPAY/NEUT Braun #3537	R 101-42100-32240 ANIMAL F
101	01/03/17	\$10.00	6551	PET LICENSE - SPAY/NEUT Cash - Gazda	R 101-42100-32240 ANIMAL F
101	01/03/17	\$10.00	6552	PET LICENSE - SPAY/NEUT CASH -SEIM	R 101-42100-32240 ANIMAL F
101	01/03/17	\$10.00	6553	PET LICENSE - SPAY/NEUT Cash - Johnso	R 101-42100-32240 ANIMAL F
101	01/03/17	\$10.00	6554	PET LICENSE - SPAY/NEUT KAEMMER #2	R 101-42100-32240 ANIMAL F
101	01/03/17	\$10.00	6555	PET LICENSE - SPAY/NEUT Dixon #9983	R 101-42100-32240 ANIMAL F
101	01/03/17	\$10.00	6557	PET LICENSE - SPAY/NEUT Swenson #42	R 101-42100-32240 ANIMAL F
101	01/03/17	\$20.00	6558	PET LICENSE - SPAY/NEUT Brooker #110	R 101-42100-32240 ANIMAL F
101	01/03/17	\$20.00	6559	PET LICENSE - SPAY/NEUT Gray #3082	R 101-42100-32240 ANIMAL F
101	01/03/17	\$20.00	6560	PET LICENSE - NO SPAY/NEUT HOGBERG	R 101-42100-32240 ANIMAL F
101	01/04/17	\$10.00	6566	PET LICENSE - SPAY/NEUT WILLIAMS #1	R 101-42100-32240 ANIMAL F
101	01/04/17	\$10.00	6568	PET LICENSE - SPAY/NEUT Stoerzinger #8	R 101-42100-32240 ANIMAL F
101	01/05/17	\$10.00	6569	PET LICENSE - SPAY/NEUT CASH - HARVI	R 101-42100-32240 ANIMAL F
101	01/05/17	\$10.00	6570	PET LICENSE - SPAY/NEUT cash - Gilmore	R 101-42100-32240 ANIMAL F
101	01/05/17	\$10.00	6571	PET LICENSE - SPAY/NEUT Volz #4087	R 101-42100-32240 ANIMAL F
101	01/05/17	\$10.00	6572	PET LICENSE - SPAY/NEUT Andersen #91	R 101-42100-32240 ANIMAL F
101	01/09/17	\$10.00	6579	PET LICENSE - SPAY/NEUT CASH - HEITK	R 101-42100-32240 ANIMAL F
101	01/09/17	\$10.00	6581	PET LICENSE - SPAY/NEUT Ossell #2421	R 101-42100-32240 ANIMAL F
101	01/09/17	\$10.00	6581	PET LICENSE - SPAY/NEUT Moslemi #425	R 101-42100-32240 ANIMAL F
101	01/09/17	\$10.00	6581	PET LICENSE - SPAY/NEUT Lake #9900	R 101-42100-32240 ANIMAL F
101	01/09/17	\$10.00	6581	PET LICENSE - SPAY/NEUT Utecht #9559	R 101-42100-32240 ANIMAL F
101	01/09/17	\$10.00	6583	PET LICENSE - SPAY/NEUT Ritzer #5628	R 101-42100-32240 ANIMAL F
101	01/10/17	\$10.00	6587	PET LICENSE - SPAY/NEUT	R 101-42100-32240 ANIMAL F
101	01/10/17	\$10.00	6587	PET LICENSE - SPAY/NEUT ST. ORES - CA	R 101-42100-32240 ANIMAL F
101	01/11/17	\$10.00	6590	PET LICENSE - SPAY/NEUT Walters #7801	R 101-42100-32240 ANIMAL F
101	01/11/17	\$10.00	6592	PET LICENSE - SPAY/NEUT CASH - LAMB	R 101-42100-32240 ANIMAL F
101	01/12/17	\$10.00	6597	PET LICENSE - SPAY/NEUT Reed #2581	R 101-42100-32240 ANIMAL F
101	01/18/17	\$10.00	6615	PET LICENSE - SPAY/NEUT Check 5885	R 101-42100-32240 ANIMAL F
101	01/18/17	\$10.00	6616	PET LICENSE - SPAY/NEUT cash	R 101-42100-32240 ANIMAL F
101	01/18/17	\$10.00	6617	PET LICENSE - SPAY/NEUT cash	R 101-42100-32240 ANIMAL F
101	01/18/17	\$10.00	6617	PET LICENSE - SPAY/NEUT cash	R 101-42100-32240 ANIMAL F
101	01/23/17	\$10.00	6621	PET LICENSE - SPAY/NEUT Check 512	R 101-42100-32240 ANIMAL F
101	01/23/17	\$10.00	6624	PET LICENSE - SPAY/NEUT cash	R 101-42100-32240 ANIMAL F
101	01/23/17	\$10.00	6624	PET LICENSE - SPAY/NEUT cash	R 101-42100-32240 ANIMAL F

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101	01/23/17	\$20.00	6627	PET LICENSE - NO SPAY/NEUT cash	R 101-42100-32240 ANIMAL F
101	01/23/17	\$10.00	6628	PET LICENSE - SPAY/NEUT cash	R 101-42100-32240 ANIMAL F
101	01/24/17	\$10.00	6629	PET LICENSE - SPAY/NEUT ck 3354	R 101-42100-32240 ANIMAL F
101	01/26/17	\$10.00	6639	PET LICENSE - SPAY/NEUT CASH - Norma	R 101-42100-32240 ANIMAL F
101	01/26/17	\$10.00	6639	PET LICENSE - SPAY/NEUT Prichard - #23	R 101-42100-32240 ANIMAL F
101	01/24/17	\$3.73	6630	POLICE REPORTS CK # 110035382	R 101-42100-34201 POLICE A
101	01/31/17	\$1,587.36	16946	DEC 2016 TRAIL COURT/POLICE DEPT,.	R 101-42100-35101 COURT FI
101	01/23/17	\$300.00	6623	DONATIONS POLICE (U/N) Ck 7462	R 101-42100-36231 DONATIO
101	01/13/17	\$10.00	6598	ANIMAL CONTROL CK #2863	R 101-42100-37000 MISCELL
101	01/13/17	\$10.00	6601	ANIMAL CONTROL CK #4587	R 101-42100-37000 MISCELL
101	01/17/17	\$10.00	6605	ANIMAL CONTROL cash	R 101-42100-37000 MISCELL
101	01/17/17	\$20.00	6606	ANIMAL CONTROL cash	R 101-42100-37000 MISCELL
101	01/17/17	\$10.00	6608	ANIMAL CONTROL cash	R 101-42100-37000 MISCELL
101	01/18/17	\$10.00	6609	ANIMAL CONTROL ck 2455	R 101-42100-37000 MISCELL
101	01/26/17	\$20.00	6634	ANIMAL CONTROL cash	R 101-42100-37000 MISCELL
101	01/18/17	\$110.30	6599	FIRE PROTECTION PERMITS CK # 60850	R 101-42200-32200 NONBUSI
101	01/04/17	\$1,000.00	6563	FIRE DONATIONS Swisher #7838	R 101-42200-36232 DONATIO
101	01/04/17	\$100.00	6562	BEACHHOUSE - RESIDENT(FRI-SUN) Hans	R 101-43200-34780 PARK FEE
101	01/12/17	\$35.00	6595	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	01/13/17	\$85.00	6602	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	01/17/17	\$100.00	6607	BEACHHOUSE - RESIDENT(FRI-SUN) chec	R 101-43200-34780 PARK FEE
101	01/18/17	\$35.00	6614	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	01/18/17	\$35.00	6614	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	01/23/17	\$85.00	6626	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	01/25/17	\$85.00	6633	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
FUND 101 GENER		\$67,237.13			
FUND 202 DRUG FORFEITURE					
202	01/31/17	\$2,722.50	16944	SURPLUS OPERATIONS -MURCURY/POLIC	R 202-42102-36249 DRUG FO
202	01/31/17	\$315.00	16945	SURPLUS OPERATIONS	R 202-42102-36249 DRUG FO
FUND 202 DRUG		\$3,037.50			
FUND 206 WATER/SEWER IMPROVEMENT FUND					
206	01/12/17	\$50.47	0	UB REC Re-trans UB SURC 23 TRUNK SE	G 206-12103 A/R GEN BILLIN
206	01/12/17	\$134.79	0	UB REC Re-trans UB SERV 41 TRUNK SEW	G 206-12103 A/R GEN BILLIN
206	01/12/17	\$61.83	0	UB REC Re-trans UB SERV 37 TRUNK S/C	G 206-12103 A/R GEN BILLIN
206	01/26/17	\$260.53	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	01/26/17	\$106.87	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	01/26/17	\$187.74	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	01/12/17	\$610.97	0	UB REC Re-trans UB SERV 36 TRUNK S/R	G 206-12103 A/R GEN BILLIN
206	01/26/17	\$90.17	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	01/12/17	\$189.24	0	UB REC Re-trans UB SERV 27 TRUNK W/C	G 206-12103 A/R GEN BILLIN
206	01/18/17	\$4.53	0	UB Receipt Serv 41 TRUNK SEWER 1ST	G 206-12103 A/R GEN BILLIN
206	01/18/17	\$6,216.23	0	UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	01/18/17	\$405.49	0	UB Receipt Serv 38 TRUNK S/IND	G 206-12103 A/R GEN BILLIN
206	01/18/17	\$56.82	0	UB Receipt Serv 21 TRUNK/W COMB	G 206-12103 A/R GEN BILLIN
206	01/18/17	\$803.48	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	01/12/17	\$761.21	0	UB REC Re-trans UB SERV 26 TRUNK W/R	G 206-12103 A/R GEN BILLIN
206	01/26/17	\$57.60	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	01/26/17	\$56.55	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	01/18/17	\$655.35	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	01/18/17	\$55.05	0	UB Receipt Serv 31 TRUNK/S COMB	G 206-12103 A/R GEN BILLIN
206	01/26/17	\$145.61	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	01/26/17	\$110.57	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN

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206	01/18/17	\$1,401.84	0	UB Receipt Serv 28 TRUNK W/IND	G 206-12103 A/R GEN BILLIN
206	01/18/17	\$60.00	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	01/18/17	\$66.67	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	01/26/17	\$28.20	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	01/09/17	\$647.82	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	01/26/17	\$2.40	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	01/09/17	\$457.09	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	01/09/17	\$51.41	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	01/26/17	\$7.35	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	01/26/17	\$2.40	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	01/12/17	\$53.40	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	01/12/17	\$30.18	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	01/09/17	\$97.50	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	01/05/17	\$496.80	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	01/26/17	\$14.10	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	01/26/17	\$13.17	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	01/05/17	\$18.60	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	01/12/17	\$88.57	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	01/12/17	\$1.20	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	01/12/17	\$71.96	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	01/12/17	\$1.20	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	01/26/17	\$49.20	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	01/26/17	\$51.60	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	01/05/17	\$686.61	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	01/05/17	\$22.10	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
FUND 206 WATE		\$15,442.47			
FUND 207 PARK IMPROVEMENT FUND					
207	01/04/17	\$1,000.00	6565	PARK DEDICATION	R 207-00000-34780 PARK FEE
207	01/05/17	\$1,000.00	6574	PARK DEDICATION	R 207-00000-34780 PARK FEE
207	01/05/17	\$1,000.00	6577	PARK DEDICATION	R 207-00000-34780 PARK FEE
FUND 207 PARK I		\$3,000.00			
FUND 211 LIBRARY					
211	01/18/17	\$48.00	6600	LIBRARY SERVICE CHARGE CASH	R 211-45500-34760 LIBRARY
211	01/18/17	\$40.00	6612	LIBRARY RENT CK # 321189	R 211-45500-36220 RENTAL I
211	01/18/17	\$130.00	6612	LIBRARY RENT CK # 10042973	R 211-45500-36220 RENTAL I
211	01/18/17	\$100.00	6611	LIBRARY DONATIONS CK # 3821	R 211-45500-36230 DONATIO
211	01/21/17	\$1,000.00	6632	LIBRARY DONATIONS CK # 2124	R 211-45500-36230 DONATIO
FUND 211 LIBRA		\$1,318.00			
FUND 601 WATER					
601	01/09/17	\$3.04	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	01/05/17	\$13.74	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	01/05/17	\$234.00	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	01/05/17	\$4.77	0	UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	01/12/17	\$3.18	0	UB REC Re-trans UB SERV 8 SAFE WTR F	G 601-14601 WATER BILLING
601	01/12/17	\$2.64	0	UB REC Re-trans UB SERV 1 WATER	G 601-14601 WATER BILLING
601	01/12/17	\$11,315.87	0	UB REC Re-trans UB SERV 1 WATER	G 601-14601 WATER BILLING
601	01/12/17	\$1.59	0	UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	01/12/17	\$10.00	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	01/09/17	\$8,240.41	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	01/12/17	\$382.72	0	UB REC Re-trans UB SERV 9 INSTITUTIO	G 601-14601 WATER BILLING
601	01/09/17	\$1,205.92	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING

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601	01/18/17	\$9,810.64	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	01/18/17	\$3.59	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	01/12/17	\$656.72	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	01/18/17	\$15,685.84	0	UB Receipt Serv 3 INDUSTRIAL	G 601-14601 WATER BILLING
601	01/09/17	\$28.62	0	UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	01/12/17	\$2,325.40	0	UB REC Re-trans UB SERV 5 COMM WATE	G 601-14601 WATER BILLING
601	01/12/17	\$1,087.29	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	01/26/17	\$353.51	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	01/26/17	\$16.75	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	01/26/17	\$1,390.26	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	01/26/17	\$1,959.68	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	01/18/17	\$54.88	0	UB Receipt Serv 6 WATER METER2	G 601-14601 WATER BILLING
601	01/26/17	\$726.06	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	01/26/17	\$2.60	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	01/26/17	\$605.92	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	01/26/17	\$2.50	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	01/26/17	\$3,250.80	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	01/26/17	\$3.18	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	01/26/17	\$2.24	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	01/26/17	\$156.31	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	01/26/17	\$20.00	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	01/18/17	\$1,444.36	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	01/18/17	\$23.85	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	01/26/17	\$3.18	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	01/26/17	\$172.89	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	01/18/17	\$101.60	0	UB Receipt Serv 9 INSTITUTION	G 601-14601 WATER BILLING
601	01/26/17	\$9.90	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	01/26/17	\$5.00	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	01/05/17	\$8,511.48	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	01/26/17	\$12.23	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	01/04/17	\$1,200.00	6565	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	01/05/17	\$1,200.00	6574	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	01/05/17	\$1,200.00	6577	WATER CONNECTION - TO 1 IN	R 601-46120-34601 WATER H
601	01/04/17	\$400.00	6565	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	01/05/17	\$400.00	6574	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	01/05/17	\$400.00	6577	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	01/12/17	\$63.50	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	01/12/17	\$18.26	0	UB REC Re-trans UB UR	R 601-46120-37110 WATER R
601	01/26/17	\$0.62	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	01/12/17	\$44.30	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	01/05/17	\$108.22	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	01/09/17	\$1.32	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	01/18/17	\$50.63	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	01/26/17	\$79.96	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	01/26/17	\$2.48	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
FUND 601 WATE		\$75,014.45			
FUND 602 SEWER					
602	01/09/17	\$5,061.52	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	01/18/17	\$51.85	0	UB Receipt Serv 15 1ST SEWER	G 602-14602 SEWER BILLING
602	01/26/17	\$5.00	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	01/26/17	\$20.00	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	01/18/17	\$7,265.52	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	01/18/17	\$51,688.95	0	UB Receipt Serv 17 PLANT	G 602-14602 SEWER BILLING

CITY OF BAYPORT
MONTHLY RECEIPTS
 Period Name: JANUARY

FUN	Tran Date	Amount	Refer	Comments	Account Descr
602	01/05/17	\$5,458.56	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	01/09/17	\$595.45	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	01/18/17	\$113.00	0	UB Receipt Serv 29 INSTTIT SEWER	G 602-14602 SEWER BILLING
602	01/09/17	\$3.04	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	01/18/17	\$1,469.55	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	01/26/17	\$5.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	01/26/17	\$80.75	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	01/05/17	\$8.74	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	01/05/17	\$48.50	0	UB Receipt Serv 20 SEWER ONLY	G 602-14602 SEWER BILLING
602	01/05/17	\$262.50	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	01/18/17	\$4,664.55	0	UB Receipt Serv 23 INDUSTRI SEW	G 602-14602 SEWER BILLING
602	01/26/17	\$2.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	01/09/17	\$10.00	0	UB Receipt Serv 24 SEWER COMMER	G 602-14602 SEWER BILLING
602	01/26/17	\$646.75	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	01/12/17	\$420.60	0	UB REC Re-trans UB SERV 29 INSTTIT SEW	G 602-14602 SEWER BILLING
602	01/26/17	\$2,091.05	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	01/26/17	\$1,106.05	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	01/12/17	\$740.95	0	UB REC Re-trans UB SERV 25 COMM SEW	G 602-14602 SEWER BILLING
602	01/12/17	\$1,616.25	0	UB REC Re-trans UB SERV 15 1ST SEWER	G 602-14602 SEWER BILLING
602	01/12/17	\$2.60	0	UB REC Re-trans UB SERV 10 SEWER	G 602-14602 SEWER BILLING
602	01/12/17	\$8,667.24	0	UB REC Re-trans UB SERV 10 SEWER	G 602-14602 SEWER BILLING
602	01/26/17	\$7.55	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	01/18/17	\$3.55	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	01/26/17	\$1,248.42	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	01/31/17	\$23,089.16	0	UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLING
602	01/26/17	\$586.00	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	01/12/17	\$10.00	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	01/12/17	\$799.54	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	01/26/17	\$2.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	01/26/17	\$7.50	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	01/26/17	\$147.45	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	01/26/17	\$113.48	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	01/12/17	\$337.30	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	01/19/17	\$1,187.76	6619	WMO - REFUND ENG DRAINAGE IMP CK	E 602-46200-301 PROF SER-E
602	01/04/17	\$800.00	6565	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
602	01/05/17	\$800.00	6574	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
602	01/05/17	\$800.00	6577	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
FUND 602 SEWER		<u>\$122,046.68</u>			
		<u>\$287,096.23</u>			

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 01/31/2017

01 Month = 8.34

DEPT	DEPT Descr	2017 Budget	2017 YTD Amt	Balance	2017 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$1,700.00	\$0.00	\$1,700.00	100.00%
41200	MAYOR & COUNCIL	\$242,258.00	\$16,294.34	\$225,963.66	93.27%
41240	RECYCLING	\$7,380.00	\$664.95	\$6,715.05	90.99%
41400	ADMINISTRATION	\$164,535.00	\$11,588.42	\$152,946.58	92.96%
41910	PLANNING & ZONING	\$141,571.00	\$23,627.92	\$117,943.08	83.31%
41940	MUNICIPAL BUILDINGS	\$51,784.00	\$2,428.67	\$49,355.33	95.31%
42100	POLICE	\$838,820.00	\$30,333.70	\$808,486.30	96.38%
42200	FIRE PROTECTION	\$521,379.00	\$4,833.46	\$516,545.54	99.07%
42201	FIRE STATION	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$323,268.00	\$28,776.42	\$294,491.58	91.10%
43130	STREET - FLOOD PREPARATION	\$0.00	\$0.00	\$0.00	0.00%
43135	56TH ST & PICKETT AVE TRAIL	\$0.00	\$0.00	\$0.00	0.00%
43140	HAYNER/2ND ST. S UTILITY PR	\$0.00	\$0.00	\$0.00	0.00%
43141	STILLWATER SCH - BUS FACILIT	\$0.00	\$3,953.74	-\$3,953.74	0.00%
43160	STREET LIGHTING	\$32,150.00	\$2,323.37	\$29,826.63	92.77%
43200	PARKS	\$68,623.00	\$2,082.17	\$66,540.83	96.97%
43300	CEMETERY	\$7,775.00	\$0.00	\$7,775.00	100.00%
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 101 GENERAL		\$2,401,243.00	\$126,907.16	\$2,274,335.84	94.71%
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	\$295,800.00	\$12,681.73	\$283,118.27	95.71%
FUND 211 LIBRARY		\$295,800.00	\$12,681.73	\$283,118.27	95.71%
FUND 306 DEBT GO BOND 2015A \$2,025,000					
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
FUND 306 DEBT GO BOND 2015A \$2,025,0		\$0.00	\$0.00	\$0.00	0.00%
FUND 400 NEW FIRE STATION					
42201	FIRE STATION	\$29,992.00	\$100,156.25	-\$70,164.25	-233.94%
FUND 400 NEW FIRE STATION		\$29,992.00	\$100,156.25	-\$70,164.25	-233.94%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 01/31/2017

01 Month = 8.34

DEPT	DEPT Descr	2017 Budget	2017 YTD Amt	Balance	2017 % 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	\$54,900.00	\$2,502.89	\$52,397.11	95.44%
46120	WATER	\$492,611.00	\$17,388.69	\$475,222.31	96.47%
FUND 601 WATER		\$547,511.00	\$19,891.58	\$527,619.42	96.37%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$365,717.00	\$8,777.59	\$356,939.41	97.60%
46990	SEWER - NON-OPERATING	\$400,000.00	\$36,649.45	\$363,350.55	90.84%
FUND 602 SEWER		\$765,717.00	\$45,427.04	\$720,289.96	94.07%
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 01/31/2017

01 Month = 8.34

DEPT	DEPT Descr	2017 Budget	2017 YTD Amt	Balance	2017 % 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	\$0.00	\$0.00	0.00%
80020	HYNNEK CUP APPLICATION	\$0.00	\$0.00	\$0.00	0.00%
80021	GORDON TELLINGHUISEN	\$0.00	\$0.00	\$0.00	0.00%
80022	DUANCE JOHNSON	\$0.00	\$0.00	\$0.00	0.00%
80023	MI-TECH SERVICES, INC.	\$0.00	\$0.00	\$0.00	0.00%
80024	RICK PARENT	\$0.00	\$0.00	\$0.00	0.00%
80025	JUDY SEEBERGER	\$0.00	\$0.00	\$0.00	0.00%
80026	MIDWEST PARA TRANSIT	\$0.00	\$0.00	\$0.00	0.00%
80027	CEMETARY - ST. MIKE S/ST. CH	\$0.00	\$0.00	\$0.00	0.00%
80028	ASPHALT SPEC - 111 CENTRAL	\$0.00	\$0.00	\$0.00	0.00%
80029	BRIAN ZELLER	\$0.00	\$0.00	\$0.00	0.00%
80030	LARKIN HOFFMAN & LUNDGREN	\$0.00	\$0.00	\$0.00	0.00%
80031	VALLEY GREEN	\$0.00	\$0.00	\$0.00	0.00%
80040	HEFTY	\$0.00	\$0.00	\$0.00	0.00%
80041	VALLEY GREEN	\$0.00	\$0.00	\$0.00	0.00%
80042	LANDFORM/VARDE GROUP	\$0.00	\$0.00	\$0.00	0.00%
80043	MAINSTREET HOLDING, LLC	\$0.00	\$0.00	\$0.00	0.00%
80044	HAYNER PROPERTY FEASIB STU	\$0.00	\$0.00	\$0.00	0.00%
80045	DRH-INSPIRATION PHASE II PL	\$0.00	\$0.00	\$0.00	0.00%
80046	JOE BUSH/DAVID KLINGER	\$0.00	\$0.00	\$0.00	0.00%
80047	JANE KEYES	\$0.00	\$0.00	\$0.00	0.00%
80048	KAEMMER/VRAMBOUT	\$0.00	\$0.00	\$0.00	0.00%
80049	AMERICAN LEGION	\$0.00	\$0.00	\$0.00	0.00%
80050	12 POINT ROAD	\$0.00	\$0.00	\$0.00	0.00%
80051	BERGSTROM/ ENG & GRADING	\$0.00	\$0.00	\$0.00	0.00%
80052	MILLER EXCAVATING WATER SE	\$0.00	\$0.00	\$0.00	0.00%
80053	CHRIS HAYNER	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 01/31/2017

01 Month = 8.34

DEPT	DEPT Descr	2017 Budget	2017 YTD Amt	Balance	2017 % of Budget Remain
80054	LYNN MOST	\$0.00	\$0.00	\$0.00	0.00%
80055	MATTAMY MN PARTNERSHIP	\$0.00	\$0.00	\$0.00	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	\$1,519.13	-\$1,519.13	0.00%
80060	GREGG ELLINGSON	\$0.00	\$60.61	-\$60.61	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$1,579.74	-\$1,579.74	0.00%
		\$4,040,263.00	\$306,643.50	\$3,733,619.50	92.41%

CITY OF BAYPORT
MONTHLY EXPENSES 8015-8143

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Period Name: JANUARY

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL									
DEPT 41200 MAYOR & COUNCIL									
U S BANK VISA	101	02/01/17	\$16.45	E	41200	201	JAN2017ADM#47981754	OFFICE SUPPLIES	008140
HUFTEL, KAREN	101	01/09/17	\$1.79	E	41200	201	OFFICE SUPPLIES REIMB	OFFICE SUPPLIES	008022
ECKBERG LAMMERS	101	02/01/17	\$500.00	E	41200	300	ATTEND 2 CC MTGS	PROF SER-LEGAL	008113
ECKBERG LAMMERS	101	02/01/17	\$348.75	E	41200	300	ORIENTATION SESSION	PROF SER-LEGAL	008113
ECKBERG LAMMERS	101	02/01/17	\$589.00	E	41200	300	GENERAL MATTERS	PROF SER-LEGAL	008113
ECKBERG LAMMERS	101	02/01/17	\$38.75	E	41200	300	636 MINNESOTA ST	PROF SER-LEGAL	008113
S E H	101	02/01/17	\$197.80	E	41200	301	CC MTG	PROF SER-ENGIN	008131
S E H	101	02/01/17	\$1,092.22	E	41200	301	169 3RD ST	PROF SER-ENGIN	008131
S E H	101	02/01/17	\$505.72	E	41200	301	STAFF MTG	PROF SER-ENGIN	008131
ADP, LLC	101	01/09/17	\$33.45	E	41200	302	QP7 & QPF PAYROLL BAT	CONTRACT SERVI	008015
OPTUM HEALTH FINANCI	101	01/26/17	\$63.75	E	41200	302	4TH QTR. 2016 MTHLY S	CONTRACT SERVI	008093
SPRINGSTED INCORPORA	101	01/31/17	\$800.00	E	41200	302	PREPARATION/FILING FE	CONTRACT SERVI	008134
SCHLENNER WENNER & C	101	01/18/17	\$1,350.00	E	41200	303	2016 PAYROLL MATTERS	PROF SER-AUDIT	008064
WASHINGTON COUNTY R	101	01/26/17	\$249.16	E	41200	304	2017 TRUTH IN TAXATIO	PROF SER-ASSESS	008101
ECM PUBLISHERS, INC.	101	01/31/17	\$25.36	E	41200	350	ORDINANCE 856	PRINTING & PUBL	008114
MAMA	101	01/31/17	\$20.00	E	41200	402	MTG LUNCHEON 1/12/17	CONFERENCES &	008122
LEAGUE OF MINNESOTA C	101	01/31/17	\$20.00	E	41200	402	2017 SAFETY WORKSHO	CONFERENCES &	008121
MAMA	101	01/09/17	\$45.00	E	41200	433	2017 ANNUAL GENERAT	DUES & MEMBERS	008024
MIDDLE ST CROIX WATER	101	01/18/17	\$8,066.31	E	41200	433	1ST HALF 2017 JOINT P	DUES & MEMBERS	008056
CITY OF WOODBURY	101	01/31/17	\$467.00	E	41200	433	MET COUNCIL ENVIRON	DUES & MEMBERS	008110
SCVRTA	101	01/31/17	\$150.00	E	41200	433	2017 FULL PAGE COMMU	DUES & MEMBERS	008133
DEPT 41200 MAYOR & COUNCIL			\$14,580.51						
DEPT 41240 RECYCLING									
REPUBLIC SERVICES	101	01/18/17	\$360.00	E	41240	370	YEARLY RECYCLING PRO	RECYCLING INCE	008063
DEPT 41240 RECYCLING			\$360.00						
DEPT 41400 ADMINISTRATION									
CAMERON, RILEY	101	01/30/17	\$751.68	E	41400	101	ADMIN HELP 1/15/17-1/2	WAGES AND SALA	008108
BAUMGARTNER, LEAH	101	01/30/17	\$270.00	E	41400	101	ADMIN ASSISTANCE 1/2	WAGES AND SALA	008105
U S BANK VISA	101	02/01/17	\$98.73	E	41400	201	JAN2017ADM#47981754	OFFICE SUPPLIES	008140
HUFTEL, KAREN	101	01/09/17	\$10.76	E	41400	201	OFFICE SUPPLIES REIMB	OFFICE SUPPLIES	008022
ADP, LLC	101	01/09/17	\$33.45	E	41400	302	QP7 & QPF PAYROLL BAT	CONTRACT SERVI	008015
TR COMPUTER SALES LLC	101	01/31/17	\$337.49	E	41400	416	SONICWALL & MONITOR	REPAIR/MAINT OF	008138
TR COMPUTER SALES LLC	101	01/31/17	\$97.50	E	41400	416	FEB 2017 MTHLY STORA	REPAIR/MAINT OF	008138
AVENET WEB SOLUTIONS	101	01/31/17	\$195.00	E	41400	416	GOVOFFICE ANNUAL SER	REPAIR/MAINT OF	008104
TR COMPUTER SALES LLC	101	01/09/17	\$111.37	E	41400	416	2016 COMPUTER CONSU	REPAIR/MAINT OF	008036
METRO CITIES	101	01/31/17	\$1,750.00	E	41400	433	2017 MEMBERSHIP DUES	DUES & MEMBERS	008124
WASHINGTON COUNTY S	101	01/31/17	\$272.82	E	41400	433	2017 ANNUAL CODERED	DUES & MEMBERS	008142
DEPT 41400 ADMINISTRATION			\$3,928.80						
DEPT 41910 PLANNING & ZONING									
MNSPECT	101	01/09/17	\$14,777.56	E	41910	101	2016 INSPECTIONS SERV	WAGES AND SALA	008030
U S BANK VISA	101	02/01/17	\$82.28	E	41910	201	JAN2017ADM#47981754	OFFICE SUPPLIES	008140
HUFTEL, KAREN	101	01/09/17	\$8.97	E	41910	201	OFFICE SUPPLIES REIMB	OFFICE SUPPLIES	008022
S E H	101	02/01/17	\$178.99	E	41910	301	INSPIRATION SURVEY	PROF SER-ENGIN	008131
S E H	101	02/01/17	\$178.99	E	41910	301	INSPIRATION SURVEY	PROF SER-ENGIN	008131
S E H	101	02/01/17	\$178.99	E	41910	301	INSPIRATION SURVEY	PROF SER-ENGIN	008131
S E H	101	02/01/17	\$89.51	E	41910	301	INSPIRATION SURVEY	PROF SER-ENGIN	008131
THE PLANNING COMPANY	101	02/01/17	\$100.00	E	41910	306	DRAFT SCHEDULE COMP	PROF SER-OTHER	008137
ADP, LLC	101	01/09/17	\$33.45	E	41910	306	QP7 & QPF PAYROLL BAT	PROF SER-OTHER	008015
TAYLOR, SARA	101	01/09/17	\$234.36	E	41910	400	2016 MILEAGE REIMBUR	USE OF PERSONA	008035

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TR COMPUTER SALES LLC	101	01/31/17	\$281.24	E	41910	416	SONICWALL & MONITOR	REPAIR/MAINT OF	008138
TR COMPUTER SALES LLC	101	01/09/17	\$92.81	E	41910	416	2016 COMPUTER CONSU	REPAIR/MAINT OF	008036
BANYON DATA SYSTEMS	101	01/18/17	\$865.00	E	41910	416	2017 PROPERTY MANAG	REPAIR/MAINT OF	008047
TR COMPUTER SALES LLC	101	01/31/17	\$81.25	E	41910	416	FEB 2017 MTHLY STORA	REPAIR/MAINT OF	008138
AVENET WEB SOLUTIONS	101	01/31/17	\$162.50	E	41910	416	GOVOFFICE ANNUAL SER	REPAIR/MAINT OF	008104
MINNESOTA APA	101	01/18/17	\$50.00	E	41910	433	2017 DUES/SARA TAYLO	DUES & MEMBERS	008058
DEPT 41910 PLANNING & ZONING			\$17,395.90						
DEPT 41940 MUNICIPAL BUILDINGS									
VALLEY TROPHY INC	101	01/18/17	\$62.28	E	41940	220	2016 WALL/CH	OPERATING SUPP	008072
COMCAST	101	02/01/17	\$65.97	E	41940	321	FEB 2017 HIGHSPEED IN	COMMUNICATION	008111
COMCAST	101	01/31/17	\$70.92	E	41940	321	FEB 2017 HIGHSPEED IN	COMMUNICATION	008111
OFFICE OF ENT TECHNOL	101	01/26/17	\$656.00	E	41940	321	DEC 2016 PHONES/CH	COMMUNICATION	008091
COMCAST	101	01/09/17	\$70.92	E	41940	321	JAN 2017 HIGHSPEED IN	COMMUNICATION	008017
XCEL	101	01/09/17	\$672.63	E	41940	380	DEC 2017 GAS & ELECTR	ELECTRIC SERVIC	008041
XCEL	101	01/09/17	\$279.52	E	41940	381	DEC 2017 GAS & ELECTR	FUEL FOR HEAT	008041
MN CLN SERVICES, INC.	101	01/09/17	\$78.00	E	41940	415	DEC 2016 CLEANING/NA	MUNICIPAL BUILD	008029
PLUNKETT S PEST CONTR	101	01/09/17	\$293.71	E	41940	420	2017 ANNUAL SERVICE/C	R & M BLDGS, ST	008032
WASHINGTON COUNTY P	101	01/26/17	\$95.00	E	41940	420	2017 HAZARDOUS WAST	R & M BLDGS, ST	008100
CITY OF BAYPORT	101	01/09/17	\$83.72	E	41940	420	2016 4TH QTR UTILITIE	R & M BLDGS, ST	008016
DEPT 41940 MUNICIPAL BUILDING			\$2,428.67						
DEPT 42100 POLICE									
U S BANK VISA	101	02/01/17	\$82.28	E	42100	201	JAN2017ADM#47981754	OFFICE SUPPLIES	008140
HUFTEL, KAREN	101	01/09/17	\$8.97	E	42100	201	OFFICE SUPPLIES REIMB	OFFICE SUPPLIES	008022
BAYPORT TRANSMISSION	101	01/30/17	\$410.63	E	42100	212	2005 SATURN/POLICE D	MOTOR FUELS & L	008106
U S BANK VISA	101	01/31/17	\$60.00	E	42100	212	DISCOUNT TIRE	MOTOR FUELS & L	008140
BAYPORT TRANSMISSION	101	01/30/17	\$102.99	E	42100	212	2009 CHARGER/POLICE	MOTOR FUELS & L	008106
U S BANK VISA	101	01/31/17	\$6.42	E	42100	212	HOLIDAY	MOTOR FUELS & L	008140
BAYPORT TRANSMISSION	101	01/30/17	\$69.14	E	42100	212	2015 CHARGER/POLICE	MOTOR FUELS & L	008106
WASHINGTON COUNTY S	101	01/09/17	\$852.41	E	42100	212	DEC 2016 FUEL/POLICE	MOTOR FUELS & L	008040
HOLIDAY FLEET	101	01/09/17	\$45.75	E	42100	212	DEC 2016 FUEL SERVICE	MOTOR FUELS & L	008021
U S BANK VISA	101	01/31/17	\$16.97	E	42100	220	WAL MART	OPERATING SUPP	008140
ECKBERG LAMMERS	101	02/01/17	\$31.00	E	42100	300	DANGEROUS DOG	PROF SER-LEGAL	008113
ECKBERG LAMMERS	101	02/01/17	\$418.50	E	42100	300	TIF DISTRICTS	PROF SER-LEGAL	008113
ECKBERG LAMMERS	101	01/09/17	\$2,506.07	E	42100	300	DEC 2016 PROSECUTION	PROF SER-LEGAL	008019
BCA	101	02/02/17	-\$15.00	E	42100	306	BACKGROUND-ADAM BEL	PROF SER-OTHER	008107
ADP, LLC	101	01/09/17	\$33.51	E	42100	306	QP7 & QPF PAYROLL BAT	PROF SER-OTHER	008015
BCA	101	01/31/17	\$15.00	E	42100	306	BACKGROUND-ADAM BEL	PROF SER-OTHER	008107
U S BANK VISA	101	01/31/17	\$487.65	E	42100	306	PAYPAL * LIVE ACTION	PROF SER-OTHER	008140
VERIZON WIRELESS	101	01/09/17	\$132.69	E	42100	321	DEC 2016 PHONE/POLIC	COMMUNICATION	008039
THOMAS REUTERS - WES	101	01/18/17	\$178.50	E	42100	321	2016 DECEMBER INFOR	COMMUNICATION	008068
VERIZON WIRELESS	101	01/18/17	\$167.15	E	42100	321	2016 PHONES/POLICE D	COMMUNICATION	008073
BAYPORT TRANSMISSION	101	01/30/17	\$491.60	E	42100	412	2009 CHARGER/POLICE	REP & MAINT VEH	008106
TR COMPUTER SALES LLC	101	01/09/17	\$92.81	E	42100	416	2016 COMPUTER CONSU	REPAIR/MAINT OF	008036
AVENET WEB SOLUTIONS	101	01/31/17	\$162.50	E	42100	416	GOVOFFICE ANNUAL SER	REPAIR/MAINT OF	008104
TR COMPUTER SALES LLC	101	01/31/17	\$81.25	E	42100	416	FEB 2017 MTHLY STORA	REPAIR/MAINT OF	008138
TR COMPUTER SALES LLC	101	01/31/17	\$281.24	E	42100	416	SONICWALL & MONITOR	REPAIR/MAINT OF	008138
U S BANK VISA	101	01/31/17	\$183.56	E	42100	416	MEDICAL DEVICE DEPOT	REPAIR/MAINT OF	008140
HUMANE SOCIETY	101	01/18/17	\$135.00	E	42100	427	2016 4TH QTR/POLICE D	ANIMAL EXPENSE	008052
DEPT 42100 POLICE			\$7,038.59						
DEPT 42200 FIRE PROTECTION									
APPLIED IMAGES	101	01/18/17	\$23.17	E	42200	202	2016 UNIFORMS/FIRE D	UNIFORMS - MISC	008044
ITL PATCH COMPANY	101	01/31/17	\$211.25	E	42200	202	FIRE PATCH'S/FIRE DEPT	UNIFORMS - MISC	008118

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GUARDIAN SUPPLY	101	01/26/17	\$32.95	E	42200	202	UNIFORM/FIRE DEPT	UNIFORMS - MISC	008087
HOLIDAY FLEET	101	01/09/17	\$569.49	E	42200	212	DEC 2016 FUEL SERVICE	MOTOR FUELS & L	008021
DISPLAY SALES COMPANY	101	01/30/17	\$64.00	E	42200	220	LED MINILIGHTS/FIRE D	OPERATING SUPP	008112
U S BANK VISA	101	02/01/17	\$183.42	E	42200	240	MILLS FLEET FARM	SMALL TOOLS-EQ	008140
MENARDS-STILLWATER	101	02/01/17	\$44.02	E	42200	240	SUPPLIES/FIRE DEPT,,	SMALL TOOLS-EQ	008123
ADP, LLC	101	01/09/17	\$33.45	E	42200	306	QP7 & QPF PAYROLL BAT	PROF SER-OTHER	008015
VERIZON WIRELESS	101	01/18/17	\$206.33	E	42200	321	2016 PHONES/FIRE DEP	COMMUNICATION	008073
VERIZON WIRELESS	101	02/01/17	\$270.19	E	42200	321	JAN 2017 PHONES/FIRE	COMMUNICATION	008141
VERIZON WIRELESS	101	01/18/17	-\$64.00	E	42200	321	2016 PHONES/FIRE DEP	COMMUNICATION	008073
VERIZON WIRELESS	101	02/01/17	-\$64.00	E	42200	321	JAN 2017 PHONES/FIRE	COMMUNICATION	008141
XCEL	101	01/09/17	\$144.85	E	42200	380	DEC 2017 GAS & ELECTR	ELECTRIC SERVIC	008041
XCEL	101	01/09/17	\$443.74	E	42200	381	DEC 2017 GAS & ELECTR	FUEL FOR HEAT	008041
STILLWATER MOTORS	101	01/09/17	\$604.06	E	42200	412	04 CMC SERVICES/FIRE	REP & MAINT VEH	008033
BAYPORT TRANSMISSION	101	01/26/17	\$50.00	E	42200	412	2013 CHEV TOHOE/FIRE	REP & MAINT VEH	008081
STILLWATER TOWING IN	101	01/18/17	\$350.00	E	42200	412	2016 TOWING/FIRE DEP	REP & MAINT VEH	008066
CARQUEST OF STILLWAT	101	01/30/17	\$32.48	E	42200	412	VEH MAINT/FIRE DEPT,,	REP & MAINT VEH	008109
FREDS TIRE	101	01/30/17	\$689.28	E	42200	412	VEH MAINT./FIRE DEPT,	REP & MAINT VEH	008115
U S BANK VISA	101	02/01/17	\$55.00	E	42200	412	PIZZA MAN	REP & MAINT VEH	008140
U S BANK VISA	101	02/01/17	\$21.10	E	42200	419	KBA TECHNOLOGY	REPAIR & MAINT	008140
CARQUEST OF STILLWAT	101	01/26/17	\$19.12	E	42200	419	VEH MAIT./ FIRE DEPT.	REPAIR & MAINT	008082
U S BANK VISA	101	02/01/17	\$21.42	E	42200	419	MISTER CAR WASH	REPAIR & MAINT	008140
U S BANK VISA	101	02/01/17	\$63.30	E	42200	419	KBA TECHNOLOGY	REPAIR & MAINT	008140
U S BANK VISA	101	02/01/17	\$21.42	E	42200	419	MISTER CAR WASH	REPAIR & MAINT	008140
SCOTT FREER ELECTRIC,	101	01/31/17	\$438.75	E	42200	420	INSTALL NEW FLAG POL	R & M BLDGS, ST	008132
WASHINGTON CO FIRE C	101	01/18/17	\$50.00	E	42200	433	2017 MEMBERSHIP DUES	DUES & MEMBERS	008075
MINNESOTA STATE FIRE	101	01/09/17	\$264.00	E	42200	433	2017 MEMBERSHIP RENE	DUES & MEMBERS	008027
COMCAST	101	01/09/17	\$54.67	E	42200	570	JAN 2017 HIGHSPEED IN	OFFICE EQUIPME	008017
DEPT 42200 FIRE PROTECTION			\$4,833.46						
DEPT 43100 STREET MAINT									
HUFTEL, KAREN	101	01/09/17	\$1.79	E	43100	201	OFFICE SUPPLIES REIMB	OFFICE SUPPLIES	008022
U S BANK VISA	101	02/01/17	\$16.45	E	43100	201	JAN2017ADM#47981754	OFFICE SUPPLIES	008140
HOLIDAY FLEET	101	01/09/17	\$848.39	E	43100	212	DEC 2016 FUEL SERVICE	MOTOR FUELS & L	008021
TRI STATE BOBCAT INC	101	01/26/17	\$583.56	E	43100	220	VEH MAINT/STREET DEP	OPERATING SUPP	008099
DISPLAY SALES COMPANY	101	01/26/17	\$382.90	E	43100	220	BANNER HARDWARE/ST	OPERATING SUPP	008084
THE TESSMAN COMPANY	101	01/26/17	\$482.50	E	43100	225	ICE MELT/STREET DEPT.	SALT & SAND PUR	008098
T. R. F. SUPPLY	101	01/26/17	\$541.10	E	43100	225	THAW MASTER/STREET	SALT & SAND PUR	008097
AGGREGATE INDUSTRIES	101	01/26/17	\$271.69	E	43100	225	CONCRETE SAND/STREE	SALT & SAND PUR	008078
AGGREGATE INDUSTRIES	101	01/18/17	\$250.43	E	43100	225	2016 WINTER RD SAND/	SALT & SAND PUR	008042
AGGREGATE INDUSTRIES	101	02/01/17	\$128.58	E	43100	225	SAND/STREET DEPT.	SALT & SAND PUR	008103
MENARDS-STILLWATER	101	02/01/17	\$61.92	E	43100	240	SUPPLIES/STREET DEPT	SMALL TOOLS-EQ	008123
S E H	101	02/01/17	\$223.81	E	43100	301	TRAFFIC CONTROL SIGN	PROF SER-ENGIN	008131
S E H	101	02/01/17	\$178.99	E	43100	301	210 4TH ST S DRIVEWAY	PROF SER-ENGIN	008131
S E H	101	02/01/17	\$812.48	E	43100	301	6TH AVE DRAINAGE	PROF SER-ENGIN	008131
S E H	101	02/01/17	\$44.76	E	43100	301	TRAFFIC CONTROL SERV	PROF SER-ENGIN	008131
STILLWATER MEDICAL GR	101	01/26/17	\$191.00	E	43100	302	TESTING GARDNER-HOR	CONTRACT SERVI	008096
ADP, LLC	101	01/09/17	\$33.45	E	43100	302	QP7 & QPF PAYROLL BAT	CONTRACT SERVI	008015
CARQUEST OF STILLWAT	101	01/31/17	\$37.02	E	43100	412	VEH MAINT./STREET DE	REP & MAINT VEH	008109
MENARDS-STILLWATER	101	01/26/17	\$17.84	E	43100	412	BLADE KIT/STREET DEPT	REP & MAINT VEH	008089
ZIEGLER INC.	101	01/26/17	\$25.02	E	43100	412	VEH MAINT./STREET DE	REP & MAINT VEH	008102
AREAWIDE TRUCK & TRAI	101	01/18/17	\$87.00	E	43100	412	2016 - 92 FORD DUMP T	REP & MAINT VEH	008045
ROSEMOUNT SAW & TOO	101	01/26/17	\$61.98	E	43100	412	CHIPPER BLADE/STREET	REP & MAINT VEH	008094
AVENET WEB SOLUTIONS	101	01/31/17	\$32.50	E	43100	416	GOVOFFICE ANNUAL SER	REPAIR/MAINT OF	008104
TR COMPUTER SALES LLC	101	01/31/17	\$56.24	E	43100	416	SONICWALL & MONITOR	REPAIR/MAINT OF	008138

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TR COMPUTER SALES LLC	101	01/09/17	\$18.56	E	43100	416	2016 COMPUTER CONSU	REPAIR/MAINT OF	008036
TR COMPUTER SALES LLC	101	01/31/17	\$16.25	E	43100	416	FEB 2017 MTHLY STORA	REPAIR/MAINT OF	008138
HOTSYPMINNESOTA.COM	101	01/26/17	\$10.71	E	43100	416	VALVE/MANIFOLD/STREE	REPAIR/MAINT OF	008088
RELIANCE ELECTRIC MOT	101	02/01/17	\$400.00	E	43100	420	BLG MAINT/STREET DEP	R & M BLDGS, ST	008130
CHRIS AMDAHL LOCKSMI	101	01/26/17	\$594.40	E	43100	420	SERVICE CALL/STREET D	R & M BLDGS, ST	008083
ZIEGLER INC.	101	02/01/17	\$191.03	E	43100	420	BATTERY/STREET DEPT	R & M BLDGS, ST	008143
ZIEGLER INC.	101	02/01/17	\$553.94	E	43100	420	HEALINER/STREET DEPT	R & M BLDGS, ST	008143
CARQUEST OF STILLWAT	101	02/01/17	\$10.58	E	43100	420	HEADLIGHT/STREET DEP	R & M BLDGS, ST	008109
J.R. S ADVANCED RECYCL	101	01/18/17	\$100.00	E	43100	421	RECYCLING FEE/STREET	REPAIR & MAINT	008055
AMERICAN ENGINEERING	101	01/26/17	\$855.80	E	43100	423	2016 PROJECT TESTING	SIDEWALKS, CUR	008080
MILLER EXCAVATING	101	01/09/17	\$14,389.18	E	43100	530	169 3RD ST PARKING LO	CAPITAL ASSETS	008026
DEPT 43100 STREET MAINT			<u>\$22,511.85</u>						
DEPT 43141 STILLWATER SCH - BUS FACILITY									
ECKBERG LAMMERS	101	02/01/17	\$387.50	E	43141	300	STILLWATER BUS FACILI	PROF SER-LEGAL	008113
S E H	101	02/01/17	\$2,344.50	E	43141	301	STILLWATER BUS GARAG	PROF SER-ENGIN	008131
THE PLANNING COMPANY	101	02/01/17	\$187.50	E	43141	302	STILLWATER SCHOOLS	CONTRACT SERVI	008137
THE PLANNING COMPANY	101	02/01/17	\$1,034.24	E	43141	302	STILLWATER SCHOOLS	CONTRACT SERVI	008137
DEPT 43141 STILLWATER SCH - BU			<u>\$3,953.74</u>						
DEPT 43160 STREET LIGHTING									
XCEL	101	01/09/17	\$2,323.37	E	43160	380	DEC 2017 GAS & ELECTR	ELECTRIC SERVIC	008041
DEPT 43160 STREET LIGHTING			<u>\$2,323.37</u>						
DEPT 43200 PARKS									
MYERS, KYLE	101	01/18/17	\$290.00	E	43200	050	ICE RINK 1/1/17-1/15/17	SEASONAL/PART	008060
WALTERS, ANTHONY	101	01/18/17	\$170.00	E	43200	050	ICE RINK 1/1/17-1/14/17	SEASONAL/PART	008074
HOLIDAY FLEET	101	01/09/17	\$34.84	E	43200	212	DEC 2016 FUEL SERVICE	MOTOR FUELS & L	008021
CARQUEST OF STILLWAT	101	01/31/17	\$119.66	E	43200	412	MAINT SUPPLIES/PARK D	REP & MAINT VEH	008109
TRI STATE BOBCAT INC	101	01/31/17	\$145.69	E	43200	412	VEH MAINT/PARKS DEPT	REP & MAINT VEH	008139
TR COMPUTER SALES LLC	101	01/31/17	\$16.25	E	43200	416	FEB 2017 MTHLY STORA	REPAIR/MAINT OF	008138
AVENET WEB SOLUTIONS	101	01/31/17	\$32.50	E	43200	416	GOVOFFICE ANNUAL SER	REPAIR/MAINT OF	008104
TR COMPUTER SALES LLC	101	01/09/17	\$18.56	E	43200	416	2016 COMPUTER CONSU	REPAIR/MAINT OF	008036
TR COMPUTER SALES LLC	101	01/31/17	\$56.24	E	43200	416	SONICWALL & MONITOR	REPAIR/MAINT OF	008138
AIR FRESH PORTABLE TOI	101	01/18/17	\$70.00	E	43200	425	2017 JAN EXTRA PUMPIN	SATILLITIES	008043
AIR FRESH PORTABLE TOI	101	01/26/17	\$78.75	E	43200	425	01/11/17-02/07/17 RIVE	SATILLITIES	008079
AIR FRESH PORTABLE TOI	101	01/26/17	\$78.75	E	43200	425	01/13/17-02/08/17 TENN	SATILLITIES	008079
DEPT 43200 PARKS			<u>\$1,111.24</u>						
FUND 101 GENERAL			<u>\$80,466.13</u>						
FUND 202 DRUG FORFEITURE									
DEPT 42101 DARE EXPENDITURES									
ECKBERG LAMMERS	202	01/26/17	\$94.50	E	42101	449	FORFETURE 115500795	DRUG FORFITURE	008085
DEPT 42101 DARE EXPENDITURES			<u>\$94.50</u>						
FUND 202 DRUG FORFEITURE			<u>\$94.50</u>						
FUND 211 LIBRARY									
DEPT 45500 LIBRARY									
BAKER & TAYLOR	211	01/18/17	\$3.89	E	45500	217	BOOKS (LIBRARY)	MATERIALS & PR	008046
BAKER & TAYLOR	211	01/18/17	\$83.27	E	45500	217	BOOKS (LIBRARY)	MATERIALS & PR	008046
BAKER & TAYLOR	211	01/18/17	\$101.43	E	45500	217	BOOKS (LIBRARY)	MATERIALS & PR	008046
BAKER & TAYLOR	211	01/18/17	\$62.44	E	45500	217	BOOKS (LIBRARY)	MATERIALS & PR	008046
BAKER & TAYLOR	211	01/18/17	\$69.76	E	45500	217	BOOKS (LIBRARY)	MATERIALS & PR	008046
BAKER & TAYLOR	211	01/18/17	\$10.38	E	45500	217	BOOKS (LIBRARY)	MATERIALS & PR	008046
INNOVATIVE OFFICE SOL	211	01/18/17	\$144.74	E	45500	220	SUPPLIES/LIBRARY	OPERATING SUPP	008054

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DEMCO	211	01/18/17	\$326.49	E	45500	220	SUPPLIES/LIBRARY	OPERATING SUPP	008049
ADP, LLC	211	01/09/17	\$33.45	E	45500	302	QP7 & QPF PAYROLL BAT	CONTRACT SERVI	008015
TR COMPUTER SALES LLC	211	01/18/17	\$238.65	E	45500	302	COMPUTER CONSULTING	CONTRACT SERVI	008070
SHARON SIPPEL	211	01/18/17	\$1,500.00	E	45500	302	JAN 2016 CLEANING/LIB	CONTRACT SERVI	008065
TOSHIBA BUSINESS SOLU	211	01/18/17	\$259.87	E	45500	302	JAN 2017 CONTRACT/LIB	CONTRACT SERVI	008069
OFFICE OF ENT TECHNOL	211	01/31/17	\$82.66	E	45500	321	DEC 2016 PHONES/LIBR	COMMUNICATION	008129
COMCAST	211	01/31/17	\$85.92	E	45500	321	FEB 2017 HIGHSPEED IN	COMMUNICATION	008111
COMCAST	211	01/09/17	\$85.92	E	45500	321	JAN 2017 HIGHSPEED IN	COMMUNICATION	008017
XCEL	211	01/09/17	\$887.81	E	45500	380	DEC 2017 GAS & ELECTR	ELECTRIC SERVIC	008041
XCEL	211	01/09/17	\$396.66	E	45500	381	DEC 2017 GAS & ELECTR	FUEL FOR HEAT	008041
WASHINGTON COUNTY LI	211	01/18/17	\$72.23	E	45500	391	2017 DATABASE ANTIQU	SHARED AUTOMA	008076
WASHINGTON COUNTY LI	211	01/18/17	\$144.59	E	45500	391	2017 DATABASE SMALL E	SHARED AUTOMA	008076
WASHINGTON COUNTY LI	211	01/18/17	\$65.04	E	45500	391	2016 3RD QTR OVERDUE	SHARED AUTOMA	008076
PLUNKETT S PEST CONTR	211	01/18/17	\$595.63	E	45500	420	2017 ANNUAL CONTRAC	R & M BLDGS, ST	008062
DEPT 45500 LIBRARY			\$5,250.83						
FUND 211 LIBRARY			\$5,250.83						
FUND 400 NEW FIRE STATION									
DEPT 42201 FIRE STATION									
U S BANK TRUST N.A.	400	01/09/17	\$75,000.00	E	42201	850	2017 PRIN GO BOND 201	DEBT SERVICE - P	008037
U S BANK TRUST N.A.	400	01/09/17	\$25,156.25	E	42201	860	2017 INTER GO BOND 20	DEBT SERVICE - I	008037
DEPT 42201 FIRE STATION			\$100,156.25						
FUND 400 NEW FIRE STATION			\$100,156.25						
FUND 601 WATER									
DEPT 46110 WATER-PUMPHOUSE									
XCEL	601	01/09/17	\$2,337.18	E	46110	380	DEC 2017 GAS & ELECTR	ELECTRIC SERVIC	008041
XCEL	601	01/09/17	\$165.71	E	46110	381	DEC 2017 GAS & ELECTR	FUEL FOR HEAT	008041
DEPT 46110 WATER-PUMPHOUSE			\$2,502.89						
DEPT 46120 WATER									
HUFTEL, KAREN	601	01/09/17	\$1.79	E	46120	201	OFFICE SUPPLIES REIMB	OFFICE SUPPLIES	008022
HORAK, MILAN	601	01/31/17	\$26.45	E	46120	201	VTECH PHONE/WATER D	OFFICE SUPPLIES	008116
SURPLUS SERVICES	601	01/18/17	\$80.00	E	46120	201	DESK, TABLE/WATER DE	OFFICE SUPPLIES	008067
U S BANK VISA	601	02/01/17	\$16.45	E	46120	201	JAN2017ADM#47981754	OFFICE SUPPLIES	008140
GARDNER, TIM	601	01/26/17	\$39.02	E	46120	203	UNIFORMS/TIM GARDNE	UNIFORMS - TIM	008086
HOLIDAY FLEET	601	01/09/17	\$209.27	E	46120	212	DEC 2016 FUEL SERVICE	MOTOR FUELS & L	008021
MVTL	601	01/26/17	\$54.00	E	46120	216	COLIFORM COLILERT/W	CHEMICALS AND	008090
HAWKINS WATER	601	01/18/17	\$20.00	E	46120	216	2016 WATER TREATMEN	CHEMICALS AND	008050
ADP, LLC	601	01/09/17	\$33.45	E	46120	302	QP7 & QPF PAYROLL BAT	CONTRACT SERVI	008015
ONE CALL CONCEPTS	601	01/18/17	\$25.65	E	46120	307	DEC 2016 LOCATES/WAT	GOPHER STATE O	008061
ONE CALL CONCEPTS	601	01/26/17	\$100.00	E	46120	307	JAN 2017 LOCATES/WAT	GOPHER STATE O	008092
XCEL	601	01/09/17	\$3,619.57	E	46120	380	DEC 2017 GAS & ELECTR	ELECTRIC SERVIC	008041
XCEL	601	01/09/17	\$1,685.28	E	46120	381	DEC 2017 GAS & ELECTR	FUEL FOR HEAT	008041
STILLWATER MOTORS	601	01/31/17	\$53.79	E	46120	412	08 CHEV TRUCK/WATER	REP & MAINT VEH	008135
TR COMPUTER SALES LLC	601	01/31/17	\$16.25	E	46120	416	FEB 2017 MTHLY STORA	REPAIR/MAINT OF	008138
TR COMPUTER SALES LLC	601	01/31/17	\$56.24	E	46120	416	SONICWALL & MONITOR	REPAIR/MAINT OF	008138
TR COMPUTER SALES LLC	601	01/09/17	\$18.56	E	46120	416	2016 COMPUTER CONSU	REPAIR/MAINT OF	008036
AVENET WEB SOLUTIONS	601	01/31/17	\$32.50	E	46120	416	GOVOFFICE ANNUAL SER	REPAIR/MAINT OF	008104
MILLER EXCAVATING	601	01/18/17	\$977.10	E	46120	419	TRAFFIC CONTROL MAIN	REPAIR & MAINT	008057
MINNESOTA PIPE & EQUI	601	01/31/17	\$300.00	E	46120	419	GATE VALVE/WATER DEP	REPAIR & MAINT	008126
WATER CONSERVATION S	601	01/18/17	\$266.20	E	46120	419	LEAK LOCATE 2016 5TH	REPAIR & MAINT	008077
MINNESOTA RURAL WATE	601	01/18/17	\$250.00	E	46120	433	2017 MEMBERSHIP FEE/	DUES & MEMBERS	008059
STATE OF MINNESOTA DE	601	01/26/17	\$100.00	E	46120	434	2017 AIR STRIPPER	STATE FEES FOR	008095

CITY OF BAYPORT
MONTHLY EXPENSES 8015-8143

02/03/17 12:07 PM
Page 6

Period Name: JANUARY

Search Name	FU	Tran Date	Amount	A ct	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
STATE OF MINNESOTA DE	601	01/26/17	\$100.00	E	46120	434	2017 WELL # 3	STATE FEES FOR	008095
STATE OF MINNESOTA DE	601	01/26/17	\$100.00	E	46120	434	2017 WELL # 4	STATE FEES FOR	008095
DEPT 46120 WATER			<u>\$8,181.57</u>						
FUND 601 WATER			<u>\$10,684.46</u>						
FUND 602 SEWER									
DEPT 46200 SEWER - OPERATING									
U S BANK VISA	602	02/01/17	\$16.49	E	46200	201	JAN2017ADM#47981754	OFFICE SUPPLIES	008140
HUFTEL, KAREN	602	01/09/17	\$1.82	E	46200	201	OFFICE SUPPLIES REIMB	OFFICE SUPPLIES	008022
HOLIDAY FLEET	602	01/09/17	\$100.20	E	46200	212	DEC 2016 FUEL SERVICE	MOTOR FUELS & L	008021
ADP, LLC	602	01/09/17	\$36.49	E	46200	302	QP7 & QPF PAYROLL BAT	CONTRACT SERVI	008015
FREDS TIRE	602	01/31/17	\$24.99	E	46200	412	TIRE REPAIR/SEWER DE	REP & MAINT VEH	008115
TR COMPUTER SALES LLC	602	01/09/17	\$18.58	E	46200	416	2016 COMPUTER CONSU	REPAIR/MAINT OF	008036
AVENET WEB SOLUTIONS	602	01/31/17	\$32.50	E	46200	416	GOVOFFICE ANNUAL SER	REPAIR/MAINT OF	008104
TR COMPUTER SALES LLC	602	01/31/17	\$16.25	E	46200	416	FEB 2017 MTHLY STORA	REPAIR/MAINT OF	008138
TR COMPUTER SALES LLC	602	01/31/17	\$56.30	E	46200	416	SONICWALL & MONITOR	REPAIR/MAINT OF	008138
DEPT 46200 SEWER - OPERATING			<u>\$303.62</u>						
DEPT 46990 SEWER - NON-OPERATING									
METROPOLITAN COUNCIL	602	01/09/17	\$36,649.45	E	46990	434	2017 JAN ANNUAL FLOW	STATE FEES FOR	008025
DEPT 46990 SEWER - NON-OPERAT			<u>\$36,649.45</u>						
FUND 602 SEWER			<u>\$36,953.07</u>						
FUND 803 P & Z ESCROWS									
DEPT 80059 ARNE GRANT/ ENG SUPPLY									
ECKBERG LAMMERS	803	02/01/17	\$387.50	E	80059	300	ARNE GRANT ENG SUPPL	PROF SER-LEGAL	008113
S E H	803	02/01/17	\$89.51	E	80059	301	UTILITY EXTENSION/AR	PROF SER-ENGIN	008131
THE PLANNING COMPANY	803	02/01/17	\$1,042.12	E	80059	302	ARNE GRANT ENGINEER	CONTRACT SERVI	008137
DEPT 80059 ARNE GRANT/ ENG SU			<u>\$1,519.13</u>						
DEPT 80060 GREGG ELLINGSON									
S E H	803	02/01/17	\$44.76	E	80060	301	ELLINGSON BUILT SURV	PROF SER-ENGIN	008131
ECM PUBLISHERS, INC.	803	01/31/17	\$15.85	E	80060	350	LAKESIDE DRIVE VAR-GR	PRINTING & PUBL	008114
DEPT 80060 GREGG ELLINGSON			<u>\$60.61</u>						
FUND 803 P & Z ESCROWS			<u>\$1,579.74</u>						
			<u>\$235,184.98</u>						

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: January, 2017

Printed: 1/30/2017

Page 1 of 3

Permit Number: BP2016-101	Filing Date: 1/1/2017
Parcel Address: 261 PRIMROSE PATH NORTH	BAYPORT, MN 55003
Applicant: MATTAMY HOMES	Applicant Phone: 952-215-2008
MATTAMY HOMES RESIDENTIAL BUILDER	
Construction Value: \$300,000.00	Total Fees: \$10,000.64

Permit Number: BP2016-102	Filing Date: 1/1/2017
Parcel Address: 287 PRIMROSE PATH NORTH	BAYPORT, MN 55003
Applicant: MATTAMY HOMES	Applicant Phone: 952-215-2008
MATTAMY HOMES RESIDENTIAL BUILDER	
Construction Value: \$340,000.00	Total Fees: \$10,527.72

Permit Number: BP2016-103	Filing Date: 1/1/2017
Parcel Address: 291 PRIMROSE PATH NORTH	BAYPORT, MN 55003
Applicant: MATTAMY HOMES	Applicant Phone: 952-215-2008
MATTAMY HOMES RESIDENTIAL BUILDER	
Construction Value: \$347,159.00	Total Fees: \$11,650.64

Permit Number: BP2017-1	Filing Date: 1/3/2017
Parcel Address: 1022 PIONEER TRAIL	BAYPORT, MN 55003
Applicant: JON NOWACZEK	Applicant Phone: (
OWNER OWNER	
Construction Value: \$2,500.00	Total Fees: \$221.84

Permit Number: BP2017-2	Filing Date: 1/9/2017
Parcel Address: 309 3rd Street N.	Bayport, MN 55003
Applicant: RIVER VALLEY RESTORATION	Applicant Phone: 651-343-2255
RIVER VALLEY RESTORATION RESIDENTIAL	
Construction Value: \$7,000.00	Total Fees: \$246.88

Building Permit Log

For: January, 2017

Printed: 1/30/2017

Page 2 of 3

Permit Number: BP2017-3	Filing Date: 1/9/2017
Parcel Address: 257 PRIMROSE PATH NORTH	BAYPORT, MN 55003
Applicant: MATTAMY HOMES MATTAMY HOMES RESIDENTIAL BUILDER	Applicant Phone: 952-215-2008
Construction Value: \$420,000.00	Total Fees: \$11,265.64

Permit Number: BP2017-4	Filing Date: 1/19/2017
Parcel Address: 468 MAINE STREET NORTH	BAYPORT, MN 55003
Applicant: JENKINS HOME BUILDERS INC. JENKINS HOME BUILDERS INC. RESIDENTIAL	Applicant Phone:
Construction Value: \$3,000.00	Total Fees: \$100.00

Permit Number: MC2017-1	Filing Date: 1/5/2017
Parcel Address: 311 PRIMROSE PATH NORTH	BAYPORT, MN 55003
Applicant: FIRESIDE HEARTH & HOME FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.	Applicant Phone: 651-638-3306
Construction Value: \$979.45	Total Fees: \$80.00

Permit Number: MC2017-3	Filing Date: 1/9/2017
Parcel Address: 291 PRIMROSE PATH NORTH	BAYPORT, MN 55003
Applicant: SABRE PLUMBING HEATING & AC SABRE PLUMBING HEATING & AC	Applicant Phone: 763-473-2267
Construction Value: \$13,733.50	Total Fees: \$200.00

Permit Number: MC2017-4	Filing Date: 1/9/2017
Parcel Address: 287 PRIMROSE PATH NORTH	BAYPORT, MN 55003
Applicant: SABRE PLUMBING HEATING & AC SABRE PLUMBING HEATING & AC	Applicant Phone: 763-473-2267
Construction Value: \$12,920.50	Total Fees: \$200.00

Permit Number: MC2017-5	Filing Date: 1/11/2017
Parcel Address: 321 3RD STREET SOUTH	BAYPORT, MN 55003
Applicant: HAMLIN MECHANICAL LLC HAMLIN MECHANICAL LLC MECHANICAL-GAS	Applicant Phone: 651-797-0968
Construction Value:	Total Fees: \$80.00

Building Permit Log

For: January, 2017

Printed: 1/31/2017

Page 3 of 3

Permit Number: MC2017-6
Parcel Address: 261 PRIMROSE PATH NORTH
Applicant: FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.
Construction Value: \$979.45

Filing Date: 1/17/2017
BAYPORT, MN 55003
Applicant Phone: 651-638-3306
Total Fees: \$80.00

Permit Number: MC2017-7
Parcel Address: 259 PRIMROSE PATH NORTH
Applicant: FIRESIDE HEARTH & HOME
FIRESIDE HEARTH & HOME TECHNOLOGIES, INC.
Construction Value: \$979.45

Filing Date: 1/17/2017
BAYPORT, MN 55003
Applicant Phone: 651-638-3306
Total Fees: \$80.00

Permit Number: PL2017-1
Parcel Address: 291 PRIMROSE PATH NORTH
Applicant: SABRE PLUMBING HEATING & AC
SABRE PLUMBING HEATING & AC
Construction Value: \$17,152.00

Filing Date: 1/9/2017
BAYPORT, MN 55003
Applicant Phone: 763-473-2267
Total Fees: \$200.00

Permit Number: PL2017-2
Parcel Address: 287 PRIMROSE PATH NORTH
Applicant: SABRE PLUMBING HEATING & AC
SABRE PLUMBING HEATING & AC
Construction Value: \$12,920.50

Filing Date: 1/9/2017
BAYPORT, MN 55003
Applicant Phone: 763-473-2267
Total Fees: \$200.00

Permit Number: PL2017-3
Parcel Address: 309 3rd Street N.
Applicant:
BROOKSIDE PLUMBING INC. Plumber
Construction Value: \$3,000.00

Filing Date: 1/30/2017
Bayport, MN 55003
Applicant Phone:

Total Fees: \$.00

A handwritten signature in black ink, appearing to read "Fending", is written over the "Applicant Phone:" field of the last permit entry.



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: Sagata Troop House 288 Lake St S
Bayport, MN 55003

Applicant Information

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

Applicant/Contact Name: Kelly Dorr
 Organization/Business Name: Kinnicoix Valley Girl Scouts
 Main Phone Number: 715 381 0209 Alternate Phone Number: _____
 Email Address: Kinnicoix Valley kinnicoixgs@gmail.com
 Address: 737 Evergreen Circle
 City/State/Zip: Hudson WI 54016

Event Information

Name or title of event: Kinnicoix Day Camp
 Start Date: June 16, 2017 Time: 5:00 pm
 End Date: June 18, 2017 Time: 12:00 pm
 Estimated attendance: 100 Private; invite only Public; community festival

Type of event:

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

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

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

Description of Additional City Services and/or Equipment Requested

Police monitor overnight on Saturday
School open in case of bad weather

Diagram of Event Premises

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

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:

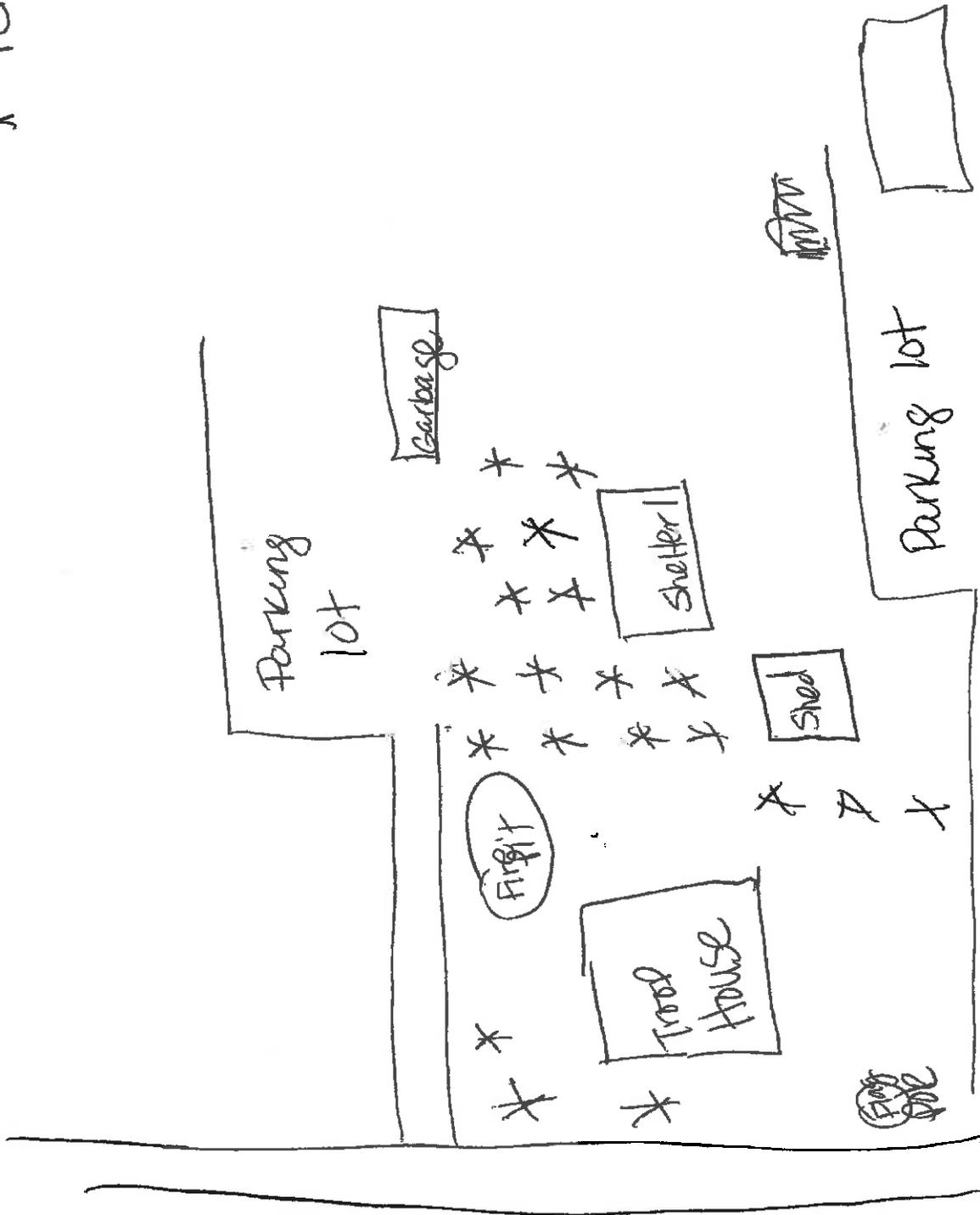
Kelly Don

Date:

4/4/17

Office Use	Amount Due	Payment	Date	Staff
Required Application Fee. Public entity/Non-profit Individual/For-profit	<input type="checkbox"/> \$15.00 <input checked="" type="checkbox"/> \$50.00	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check No. 1185	Received: 4/19/17	KJD
Rental Fees: Trash receptacle(s) \$ 10.00 + tax Barricade(s) \$ 10.00 + tax Picnic table(s) \$ 25.00 + tax Satellite toilet(s) \$100.00+ tax	<input type="checkbox"/> \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____	Received: _____	
Damage Deposit Required. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO TBD	<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: _____	
	Condition/Comments		Date	Staff
Special Event Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO			City: _____	
Special Event General Park Use Fee Required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			Received: _____	
Certificate of Insurance Required: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			Received: _____	
Shelter/Beach House Reservation: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Lakeside: <input 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 type="checkbox"/> NO TBD	Lakeside: <input type="checkbox"/> Ball field <input type="checkbox"/> Volleyball Barker's: <input type="checkbox"/> Ball field 1 <input type="checkbox"/> Ball field 2 <input type="checkbox"/> Soccer 1 <input type="checkbox"/> Soccer 2 Perro: <input type="checkbox"/> Ball field <input type="checkbox"/> Tennis 1 <input type="checkbox"/> Tennis 2		Received: _____	
Temporary Liquor License: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			City: _____ State: _____	
Temporary Food/Vendor License: <input type="checkbox"/> YES <input type="checkbox"/> NO TBD			County: _____	

* Tents





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: *Bob Johnson*
 Organization/Business Name: *Bayport Community Action League*
 Main Phone Number *(651) 379-3212 (work)* Alternate Phone Number: *(651) 492-7951 (cell)*
 Email Address: *bob@mirinc.com*
 Address: *P.O. box 133*
 City/State/Zip: *Bayport, MN 55003*

Event Information

Name or title of event: *Easter Egg Hunt*
 Start Date: *Saturday, April 15th, 2017* Time: *10:00 a.m.*
 End Date: *Saturday, April 15th, 2017* Time: *11:00 a.m.*

Estimated attendance: *200* Private; invite only Public; community festival

Type of event:
 Birthday/retirement/shower/reunion Graduation party Company/business gathering Fundraiser
 Wedding ceremony/reception Recreation race/tournament Concert/live entertainment
 Auto/boat show Art/craft show Carnival/festival Youth group/Scout activity Religious/worship
 If not listed, describe: *Community Event for children*

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

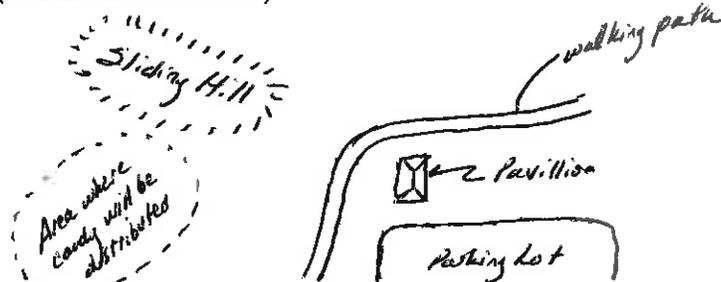
Generator Barricades/cones Tables/chairs Inflatable device/bouncy house Arbor/trellis
 Tent Music/AV system Stage/podium Amusement rides/games Vendor booths/vehicles
 Satellite toilet(s) Fireworks* Food sale/service* Charitable gambling* Alcohol sale/service*
 Other: _____ * These activities require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

Description of Additional City Services and/or Equipment Requested

- Clear park area (soccer field and sliding hill) of dog waste
- Flush can liners in receptacles
- NOTE: In case of snow cover or inclement weather, bagged candy will be handed out in parking lot.

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:

Bob Johnson

Date: 1/5/17

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 type="checkbox"/> Check No. _____	Received: 1/20/17	wm/gh
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 type="checkbox"/> YES <input type="checkbox"/> NO			City: _____	
Special Event General Park Use Fee Required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			Received: _____	
Certificate of Insurance Required: <input checked="" 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
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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: *Bob Johnson*
 Organization/Business Name: *Bayport Community Action League*
 Main Phone Number: *(651) 379-3212 (work)* Alternate Phone Number: *(651) 492-7957 (cell)*
 Email Address: *bobje@mirinc.com*
 Address: *P.O. Box 133*
 City/State/Zip: *Bayport, MN 55003*

Event Information

Name or title of event: *Ice Cream Social*
 Start Date: *Wednesday June 7th, 2017* Time: *6:30 p.m.*
 End Date: *Wednesday June 7th, 2017* Time: *8:00 p.m.*
 Estimated attendance: *200* Private; invite only Public; community festival

Type of event:

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

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

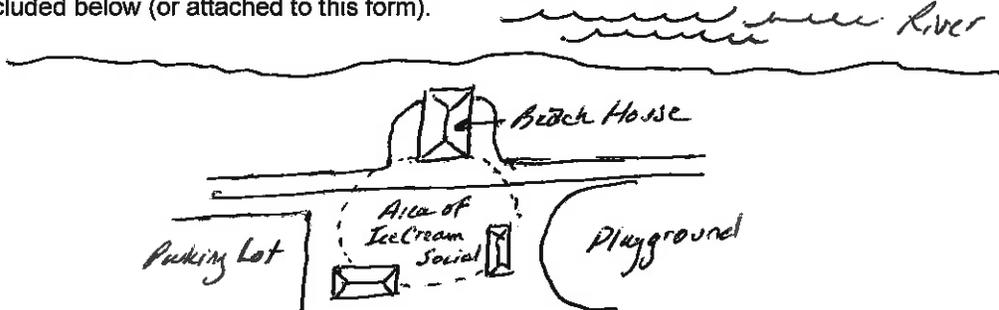
Generator Barricades/cones Tables/chairs Inflatable device/bouncy house Arbor/trellis
 Tent Music/AV system Stage/podium Amusement rides/games Vendor booths/vehicles
 Satellite toilet(s) Fireworks* Food sale/service* Charitable gambling* Alcohol sale/service*
 Other: *Access to Beach House Freezer* *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

Description of Additional City Services and/or Equipment Requested

- Access to Beach House Freezer
- Turn on freezer morning of 6/7
- Lines in trash cans
- Picnic tables in open area west of Beach House
- Police presence during event

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: Bob Johnson

Date: 1/5/17

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 type="checkbox"/> Check No. _____	Received: <u>1/2017</u>	<u>am/gh</u>
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 type="checkbox"/> YES <input type="checkbox"/> NO			City: _____	
Special Event General Park Use Fee Required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			Received: _____	
Certificate of Insurance Required: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<u>on file</u>		Received: _____	
Shelter/Beach House Reservation: <input checked="" type="checkbox"/> YES <input 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: <u>No Charge</u>		
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
 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: *Bob Johnson*
 Organization/Business Name: *Bayport Community Action League*
 Main Phone Number: *(651) 379-3212 (work)* Alternate Phone Number: *(651) 492-7951 (cell)*
 Email Address: *bobje@mirinc.com*
 Address: *P.O. Box 133*
 City/State/Zip: *Bayport, MN 55003*

Event Information

Name or title of event: *Farmers' Market*
 Start Date: *Monday, June 19th, 2017 (each Monday)* Time: *2:30 p.m. - 6:30 p.m.*
 End Date: *Monday, October 16th, 2017 (each Monday)* Time: *2:30 p.m. - 6:30 p.m.*
 Estimated attendance: *150 each Monday* Private; invite only Public; community festival

Type of event:
 Birthday/retirement/shower/reunion Graduation party Company/business gathering Fundraiser
 Wedding ceremony/reception Recreation race/tournament Concert/live entertainment
 Auto/boat show Art/craft show Carnival/festival Youth group/Scout activity Religious/worship
 If not listed, describe: *Farmers' Market*

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

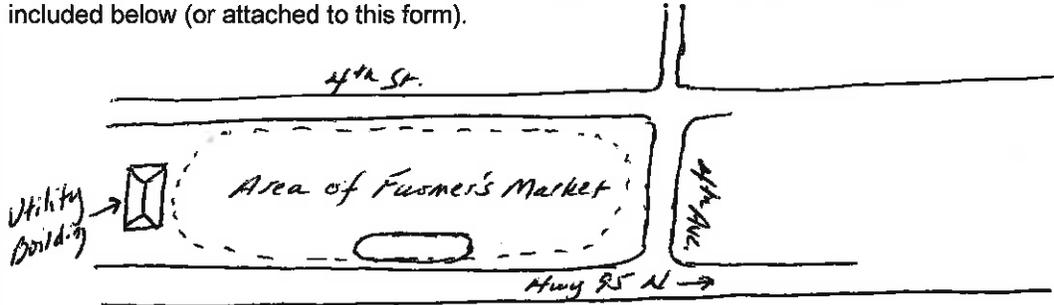
Generator Barricades/cones Tables/chairs Inflatable device/bouncy house Arbor/trellis
 Tent Music/AV system Stage/podium Amusement rides/games Vendor booths/vehicles
 Satellite toilet(s) Fireworks* Food sale/service* Charitable gambling* Alcohol sale/service*
 Other: _____ * These activities require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

Description of Additional City Services and/or Equipment Requested

- Power on to all receptacles on Village Green
 - Lines / Trash Cans

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: _____

Date: 1/5/17

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 type="checkbox"/> Check No. _____	Received: 1/2017	Wyn Kih
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 type="checkbox"/> YES <input type="checkbox"/> NO			City: _____	
Special Event General Park Use Fee Required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			Received: _____	
Certificate of Insurance Required: <input checked="" 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: _____	



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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: City wide
 Private property description/address: _____

Applicant Information

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

Applicant/Contact Name: Bob Johnson
 Organization/Business Name: Bayport Community Action League
 Main Phone Number: (651) 379-3212 (work) Alternate Phone Number: (651) 492-7951 (cell)
 Email Address: bob@cmirinc.com
 Address: P.O. Box 133
 City/State/Zip: Bayport, MN 55003

Event Information

Name or title of event: Derby Days / Craft Fair
 Start Date: Saturday, September 16th, 2017 Time: 9:00 a.m.
 End Date: Saturday, September 16th, 2017 Time: 10:00 p.m.
 Estimated attendance: 500+ Throughout Day Private; invite only Public; community festival

Type of event:

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

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

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

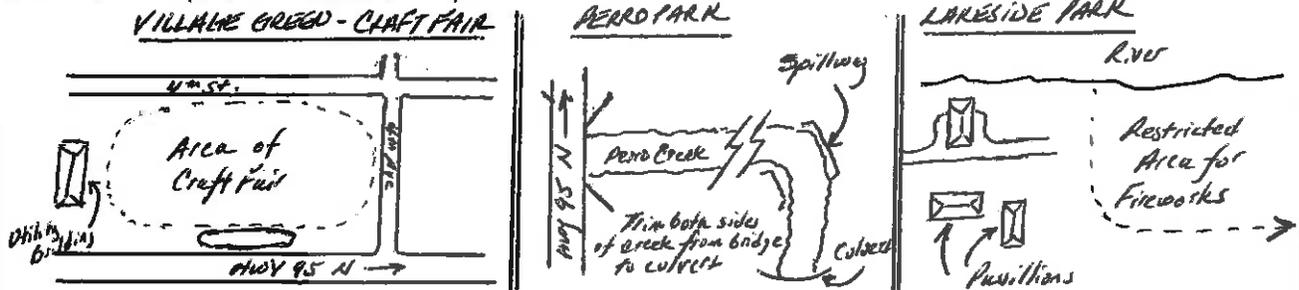
NOTE: - will submit Fireworks application separately.
 - will be working with Lions again for food service.

Description of Additional City Services and/or Equipment Requested

- All power on at Village Green for Craft Fair.
- All power on at Lakeside Park
- Trash cans/liners at Village Green, Perro Park's Lakeside Park
- Street barricades for Village Green and Lakeside Park
- Firing at Lakeside Park with wood.
- Trim along creek - Perro Park
- Take down spillway barricades after duck race
- Groon ball fields - Lakeside Park
- Police/Fire presence

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: _____

Date: 1/18/17

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. 2400	Received: 1-19-17	WIM
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 type="checkbox"/> NO	<input type="checkbox"/> \$ _____ (Up to \$1,000.00)	<input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Deposit retained \$ _____	Received: _____ Destroyed: _____	
Police Services and Fees Required: <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> \$ _____ (Down Payment)	<input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____ Additional fees will be invoiced after event.	Received: _____	
Conditions/comments			Date	Staff
Special Event Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO			City: _____	
Special Event General Park Use Fee Required: <input type="checkbox"/> YES <input type="checkbox"/> NO			Received: _____	
Certificate of Insurance Required: <input type="checkbox"/> YES <input type="checkbox"/> NO			Received: _____	
Shelter/Beach House Reservation: <input type="checkbox"/> YES <input 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 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 type="checkbox"/> NO			City: _____ State: _____	
Temporary Food/Vendor License: <input type="checkbox"/> YES <input type="checkbox"/> NO			County: _____	



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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: *Bob Johnson*
 Organization/Business Name: *Bayport Community Action League*
 Main Phone Number: *(651) 379-3212 (work)* Alternate Phone Number: *(651) 492-7951 (cell)*
 Email Address: *bobje@mirinc.com*
 Address: *P.O. Box 133*
 City/State/Zip: *Bayport, MN 55003*

Event Information

Name or title of event: *Lighting of the Green*
 Start Date: *Wednesday, December 6th, 2017* Time: *6:30 p.m.*
 End Date: *Wednesday, December 6th, 2017* Time: *8:00 p.m.*
 Estimated attendance: 100 Private; invite only Public; community festival

Type of event:

Birthday/retirement/shower/reunion Graduation party Company/business gathering Fundraiser
 Wedding ceremony/reception Recreation race/tournament Concert/live entertainment
 Auto/boat show Art/craft show Carnival/festival Youth group/Scout activity Religious/worship
 If not listed, describe: *Community Family Event to start the Holidays*

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

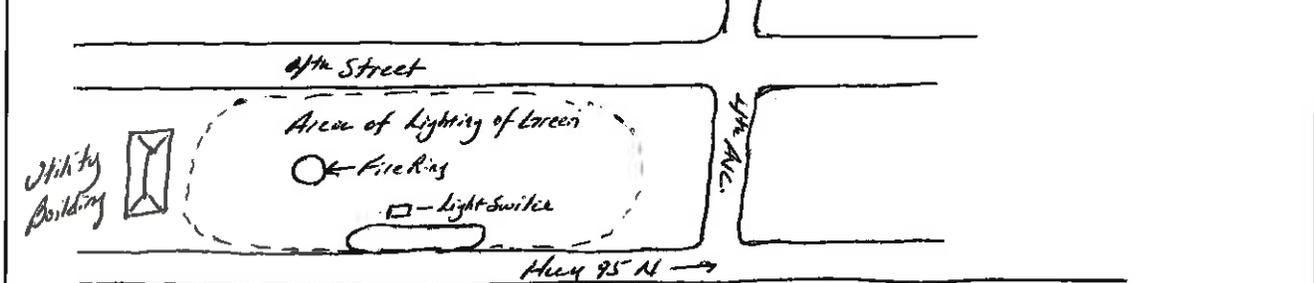
Generator Barricades/cones Tables/chairs Inflatable device/bouncy house Arbor/trellis
 Tent Music/AV system Stage/podium Amusement rides/games Vendor booths/vehicles
 Satellite toilet(s) Fireworks* Food sale/service* Charitable gambling* Alcohol sale/service*
 Other: _____ * These activities require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

Description of Additional City Services and/or Equipment Requested

- Trash receptacles/liners
- Fire ring/wood
- All power to Village Green receptacles
- String lights on trees and shrubs
- Provide "switch" to turn on lights
- Police presence
- Fire/Swata appearance
- Cones for blocking parking

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: _____ Date: 1/5/17

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 type="checkbox"/> Check No. _____	Received: 1/20/17	WJY KGR
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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO			City: _____	
Special Event General Park Use Fee Required: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			Received: _____	
Certificate of Insurance Required: <input checked="" 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: _____	



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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 Status
501(c)3

Applicant/Contact Name: Kris Scheel

Organization/Business Name: Bark for Life (American Cancer Society)

Main Phone Number: 651-303-7308 Alternate Phone Number: Sue Baldwin 651-402-7256

Email Address: kscheel3@gmail.com

Address: 104 5th St. N.

City/State/Zip: Bayport, MN 55003

Event Information

Name or title of event: Bark For Life

Start Date: May 13, 2017 Time: 7:00 AM

End Date: May 13, 2017 Time: 2:00 PM

Estimated attendance: 100 Private; invite only Public; community festival

Type of event:

Birthday/retirement/shower/reunion Graduation party Company/business gathering Fundraiser

Wedding ceremony/reception Recreation race/tournament Concert/live entertainment

Auto/boat show Art/craft show Carnival/festival Youth group/Scout activity Religious/worship

If not listed, describe: _____

Type of equipment / activity: (Please check all that apply) we will provide all below

Generator Barricades/cones Tables/chairs Inflatable device/bouncy house Arbor/trellis

Tent Music/AV system Stage/podium Amusement rides/games Vendor booths/vehicles

Satellite toilet(s) Fireworks* Food sale/service* Charitable gambling* Alcohol sale/service*

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

? will check with Mel as date is closer + we have a better idea of numbers

Description of Additional City Services and/or Equipment Requested

- assistance on 5th Ave. with no parking on North side of street.
- possible picnic table reservations

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).

Route emailed to Sara Taylor on Feb 6th

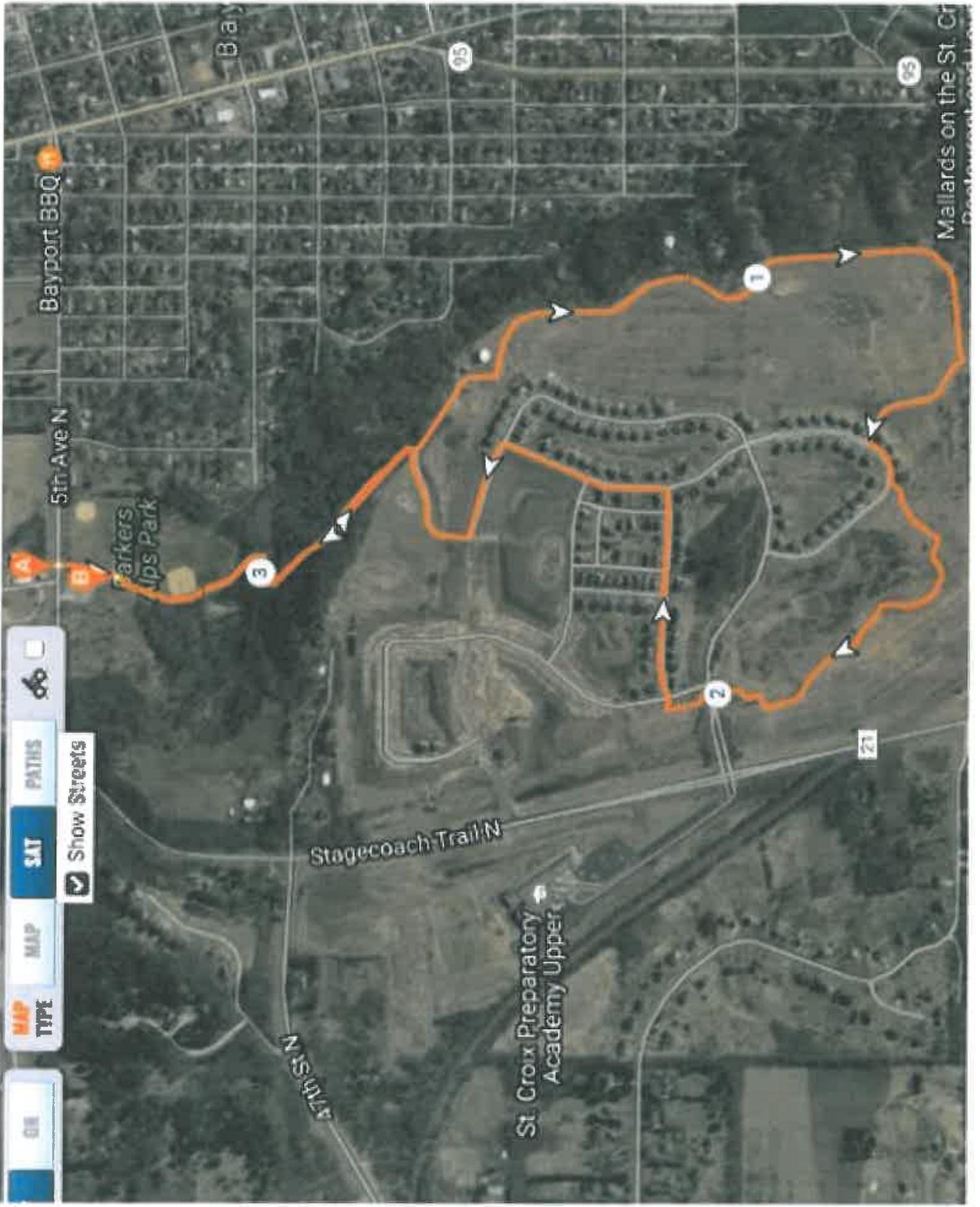
Applicant Acknowledgement and Signature

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: Kris Scheel

Date: Feb 6, 2017

Amount Due	Payment	Date	Staff
Required Application Fee: <input type="checkbox"/> Public entity/Non-profit <input checked="" type="checkbox"/> Individual/For-profit	<input checked="" type="checkbox"/> \$15.00 <input type="checkbox"/> \$50.00	<input checked="" type="checkbox"/> Cash <u>Kris Scheel</u> <input type="checkbox"/> Check No. _____	Received: <u>2/6/17</u> <u>Kjs</u>
Rental Fees: <u>TBD</u> ___ 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 type="checkbox"/> NO <u>TBD</u>	<input type="checkbox"/> \$ _____ (Up to \$1,000.00)	<input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____ <input type="checkbox"/> Deposit retained \$ _____	Received: _____ Destroyed: _____
Police Services and Fees Required: <input type="checkbox"/> YES <input type="checkbox"/> NO <u>TBD</u>	<input type="checkbox"/> \$ _____ (Down Payment)	<input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____ Additional fees will be invoiced after event.	Received: _____
Special Event Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO		City: _____	
Special Event General Park Use Fee Required: <input type="checkbox"/> YES <input type="checkbox"/> NO		Received: _____	
Certificate of Insurance Required: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Received: _____	
Shelter/Beach House Reservation: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Lakeside: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Beach House Barker's: <input checked="" type="checkbox"/>	Received: _____	
Field or Court Reservation: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Lakeside: <input type="checkbox"/> Ball field <input type="checkbox"/> Volleyball Barker's: <input type="checkbox"/> Ball field 1 <input type="checkbox"/> Ball field 2 <input type="checkbox"/> Soccer 1 <input type="checkbox"/> Soccer 2 Perro: <input type="checkbox"/> Ball field <input type="checkbox"/> Tennis 1 <input type="checkbox"/> Tennis 2	Received: _____	
Temporary Liquor License: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		City: _____ State: _____	
Temporary Food/Vendor License: <input type="checkbox"/> YES <input type="checkbox"/> NO <u>TBD</u>		County: _____	





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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>Hui Qin, Song</u>				
Main Phone Number: <u>n/a</u>		Alternate Phone Number: <u>n/a</u>		
Email Address: <u>n/a</u>				
Address: <u>15835 Gooseberry way</u>				
City/State/Zip: <u>Apple valley, MN. 55124</u>				
Organization Name (if applicable): <u>n/a</u>				

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>300</u> — 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>	
<u>n/a</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: <u>Hui Qin Song</u>	Date: <u>1/19/17</u>

Office Use	
Staff notes: <i>(Include requested placement location)</i>	
Donation amount received: <u>300.00</u>	Date received: <u>1/23/17</u>
Payment method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check # <u>7462</u>	Received by: <u>WM</u>



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

Date: February 3, 2017

To: Mayor and City Council
Sara Taylor, Interim City Administrator

From: Matt Kline, Public Works Director

RE: Purchase of a Ford F150 crew cab pickup truck for the Public Works Department

BACKGROUND

Vehicle replacement is a critical component of any city department. City vehicles are used for a multitude of different priorities such as snowplowing, sanding, employee transportation, water and sewer maintenance, along with road maintenance to name a few. I've attached a preliminary vehicle replacement plan with this memo and will tentatively be presenting a more comprehensive overview of the plan at the March City Council workshop.

This vehicle purchase and replacement request is specific to one vehicle, the department's 1997 Chevrolet parks truck. This truck was originally slated for replacement within the 2011 CIP. There are 117,026 miles on the vehicle. This truck is mainly used by seasonal employees in the summer for miscellaneous tasks such as garbage pick-up, employee transportation, and routine park maintenance tasks.

The plan would be to move the 2008 Chevrolet 1500 truck to the parks department and then purchase a new vehicle to replace the 2008 Chevrolet. That new replacement vehicle would be a Ford F150 4-wheel drive crew cab truck that would allow for more efficient employee transport. The new vehicle would be purchased through the state contract. The specification sheet and cost breakdown for that vehicle are attached.

RECOMMENDATION

Staff recommends the City Council adopt a motion authorizing the purchase of a new 2017 Ford F150 crew cab as quoted through the state contract with Midway Ford for a do not exceed price of \$28,200. The funding for this vehicle purchase will come from the Public Works Equipment Replacement Fund which has a balance of \$1,751,297 as of December 31, 2016.

Equipment Inventory/Replacement Schedule										
Year	Equipment	Department	Mileage	Hours	Value	Replacement Timelime	Replacement Year	Replacement Cost	Use	Notes
2008	Chevrolet 1500	PW	34331			15	2023	\$22,000	General	Proposed to become Parks Truck in 2017
2011	Chevrolet 1500	PW	35983			15	2026	\$28,000	General	
1997	Chevrolet 1500	Parks	117026		\$500	15	2012	\$28,000	Parks	Proposed Replacement at Feb Meeting
2013	Chevrolet 3500 Utility	Water/Sewer	26515			15	2028	\$55,000	Utility Maintenance	
1991	Ford Super Duty 1 Ton, w/Dump	PW	61587			20	2011	\$70,000	General	Replace w/ 1 Ton w/ V-Plow and Sander
1995	Ford L8000 Tandem	PW	157067			35	2030	\$60,000	Haul Snow/Sand	Buy Used Truck
2003	GM C6500 Tanker	Parks	221886			30	2033	\$45,000	Fill Rinks	Bought Job Specific
1995	Ford L8000 Jetter Truck	Sewer	5645			30	2025	\$200,000	Jet Sewers	
1992	Ford L8000 Single Axle Plow	PW	27039			20	2012	\$180,000		
2007	Sterling Single Axle Plow	PW	11137			20	2027	\$190,000		
	Elgin Pelican Street Sweeper	PW	10160					\$180,000		
2001	Caterpillar 924G Wheel Loader	PW			\$45,000	25	2026	\$160,000	General	
Total										
									\$1,360,000.00	
2013 Exmark Mower 72"										
	Parks			502		3	2018	\$15,000		
	Parks			2242				\$10,000		
	PW			1670	\$15,000		2018	\$52,000	Snow, Parks, General	
	PW			440		25	2031	\$50,000	Tree Trimming	
Total										
									\$1,360,000.00	

Bayport Public Library



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

February 1, 2017

Mayor Susan St. Ores
City of Bayport
294 N 3rd Street
Bayport, MN 55003

Dear Mayor St. Ores:

It is with deep regret that I report James Eberhardt has resigned from the library board. He was a valuable member and we will certainly miss him. Attached please find his letter of resignation.

After posting our board opening, we have selected a resident to fill the vacancy. We are recommending Pam Johnson to fill James's position on the library board. Pam has live in Bayport for 21 years and she is a great supporter of the library's mission. Attached please find her board application.

We would like to thank you for your consideration.

Sincerely,

Jill Smith
Library Director

pc: Sara Taylor, Interim City Administrator

Attachment: Letter of resignation
Board Application

To the attention of Jill Smith, Bayport Public Library Director

November 17, 2016

Greetings Jill,

With this letter I am formally resigning my position as Bayport Library Board Member, effective January 2, 2017. It is with regret that my schedule will not allow my continuance to fulfill the final year of my appointed three year term.

Sincerely,

A handwritten signature in black ink that reads "James R. Eberhardt". The signature is written in a cursive style with a large, stylized initial "J".

James R. Eberhardt

Bayport Resident

CITY OF BAYPORT
PUBLIC LIBRARY BOARD APPLICATION FORM

Name: Pam Johnson

Address: 384 N 9th St
Bayport, MN 55003


Please describe your background and why you are interested in serving on the Library Board.

Thank you for considering me for this position. I have lived in Bayport for 21 years and in the Stillwater area for just over 31 years. I am originally from Cedar Falls, Iowa. I attended the University of Northern Iowa for two years and studied Elementary Education with a remedial reading emphasis. Unfortunately, I didn't finish my college education as my husband and I experienced transfers with his employment. When we did settle in the Valley, we started our family and a business. Different circumstances brought me to where I am now. I have been employed by Lake Elmo Bank as a Personal Banking Officer. I have been with LEB for over 21 years.

I feel that I am a strong advocate for reading. Reading goes hand in hand with learning and is so important for children in their early and formative years. Reading assists in language development and gives a child (or an adult) a good vocabulary boost. I remember my oldest son, Aaron, (a very avid reader) using words appropriately and in correct context, but pronouncing the word incorrectly. He was learning from reading! (I "caught" him in bed, after lights out, reading one night too! Darn!) I feel that we can escape through books and live vicariously through those books. Reading allows us to look through a "window" into other places, and other times to broaden our own perspectives.

Growing up, some of my best memories are of going to the public library in my home town. My mother was the church organist, so every Saturday, while she practiced for Sunday's service, I got to go to the library just across the street. Many lazy Sunday afternoons would find me curled up with a book. I feel "lost" if I don't have a good book to pick up and read. I have encouraged my three children to read and reading a book before bed was part of our nightly routine. This habit is one that my daughter continues with her son and one that I still continue for myself also!

I have felt very fortunate to live in an area that has such a wonderful library and media facilities.

I would be honored to be considered for the Board and to be a part of the Bayport Library's ongoing efforts. Thank you.







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

Date: January 24, 2017

To: Mayor and City Council
Sara Taylor, Interim City Administrator

From: Wanda Madsen, Finance Officer

RE: Waiver of statutory tort liability limits for city insurance coverage

BACKGROUND

Each year, the city is asked to decide whether or not it wishes to waive the monetary limits on municipal tort (lawsuit) liability established by Minnesota Statutes 466.04. In the past, the city has chosen not to waive the monetary limits in order to protect itself from the threat of a lawsuit beyond the state maximum amount of \$1,500,000.

RECOMMENDATION

Staff recommends the City Council adopt a motion not to waive the monetary limits on municipal tort liability, as provided by the League of Minnesota Cities.



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SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

City of Bayport

LMCIT Member Name

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting 02/13/2017

Signature Wanda Madsen Position Finance Officer



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

Date: February 8, 2017

To: Mayor and City Council
Sara Taylor, Interim City Administrator

From: Matt Kline, Public Works Director

RE: Consider authorization for a feasibility study and preparation of plans and specifications for a utility extension, street reconstruction, and drainage improvement project

BACKGROUND

At the January City Council meeting, the City Council approved a conditional use permit (CUP) for Engineered Supply, LLC located at 201 2nd Ave. S. The owner will be connecting the property to city water and sewer which makes this transition a good time to upgrade city infrastructure and make utility improvements to the immediate area. This project will also incorporate another street reconstruction project and three drainage projects that have been identified by city staff based on multiple factors including street condition, location, and drainage issues.

The projects are described below. Please see the attached map for project locations, which correlate with the corresponding numbered project below. These are brief descriptions of the projects. SEH has provided a more in depth version with their memo for engineering services.

1. 2nd Ave. S.: 3rd St. S. to Maine St.
 - a. Trunk Water Main Installation: Loop connection of water main from 3rd St. S. to Maine St.
 - b. Extension of Sewer Main to 2nd Ave. S.: Provide service to Engineered Supply, LLC and Valley Green Properties, LLC
 - c. Installation of Sewer Cleanout (manhole) at 2nd Ave. S.
 - d. Storm Water Improvements: Ponding issue between 201 2nd Ave. S. and 204 2nd Ave. S.
 - e. Street Reconstruction: Raising part of the road elevation and installation of curb and gutter.

The trunk water main will provide a looped water connection from 3rd St. S. to Maine St. resulting in increased fire flow and water quality for the immediate area. The sewer extension would allow Valley Green Properties, LLC to connect to city sewer. The storm

water improvements and raising the road would improve the drainage issue that occurs between the two businesses.

2. 3rd Ave. S.: 3rd St. S. to 5th St. S.
 - a. Manhole Rehabilitation
 - b. Road Reconstruction: Curb and Gutter
 - c. Storm Water Improvements
 - d. Undetermined Sewer Improvements

This street was identified on the 2011 street rating index as one of the lowest rated streets in the city. The improvements will include street reconstruction with the installation of curb and gutter and storm sewer. The sewer main will be cleaned and televised to determine if replacement or repairs are needed. Manhole restoration will occur on an as needed basis.

3. Alley 3rd Ave. S. Mid-Street: 3rd Ave. S. to 4th Ave. S.
 - a. Road Reconstruction
 - b. Manhole Rehabilitation
 - c. Undetermined Sewer Improvements

This alley runs perpendicular to 3rd Ave. S. The improvements for this alley will include street reconstruction and manhole rehabilitation as needed. The sewer main will also be cleaned and televised to determine if replacement or repairs are needed.

4. 4th Ave. S.: East of Intersection with 3rd St. S.
 - a. Pave 4th Ave. S.
 - b. Storm Sewer/Culvert/Ditching Improvements

4th Ave. S. east of the intersection with 3rd St. S. is currently a gravel road. The project intent is to pave this road to where the hill crests just past the intersection of Perro Creek Drive and 4th Ave. S. Paving this stretch will greatly reduce the runoff of gravel and subsequent need to clean out the ditches at the intersection. There will also be ditch/culvert work at the intersection of 4th Ave. S. and 3rd St. S. to improve drainage.

5. Drainage Swale: 3rd Ave. N. (600 Block - South side of avenue across from alley)
 - a. Storm Water Improvements
 - b. Obtain Easement

At this time, the type of improvement for this project is undetermined. Currently, storm water enters a drainage swale between two houses and then flows to a culvert that empties into Perro Creek. The drainage swale has eroded over time and become an issue with the homeowners. City staff will work with the city engineer and the Middle St. Croix Watershed Management Organization to determine the best management practice for this situation. All work will require a construction and permanent easement so that both current and future maintenance requirements can be performed by the city.

6. 200 Block – 6th Ave. N.
 - a. Storm Water/Drainage Improvements

There is currently a French drain structure located at this location that does not have enough volume or infiltration rate to adequately handle rain events. The proposed improvements would include the installation of storm water chambers which would be connected to the French drain structure. Other minor storm water devices may also be installed during the project.

Property owners along project numbers 1, 2, 3, and 4 will incur an assessment to their property based on the city assessment policy. Projects 5 and 6 are still being vetted to determine the applicability of assessments in regards to the proposed project.

Assessment procedures can be initiated by a property owner petition or by the City Council. When initiated by the City Council, the first step in the assessment procedure is a feasibility study to evaluate the necessity of the project, availability of money to pay for the city's share of the project, a cost estimate, and whether the improvement is cost effective. Please see the attached timeline for the subsequent steps in the process.

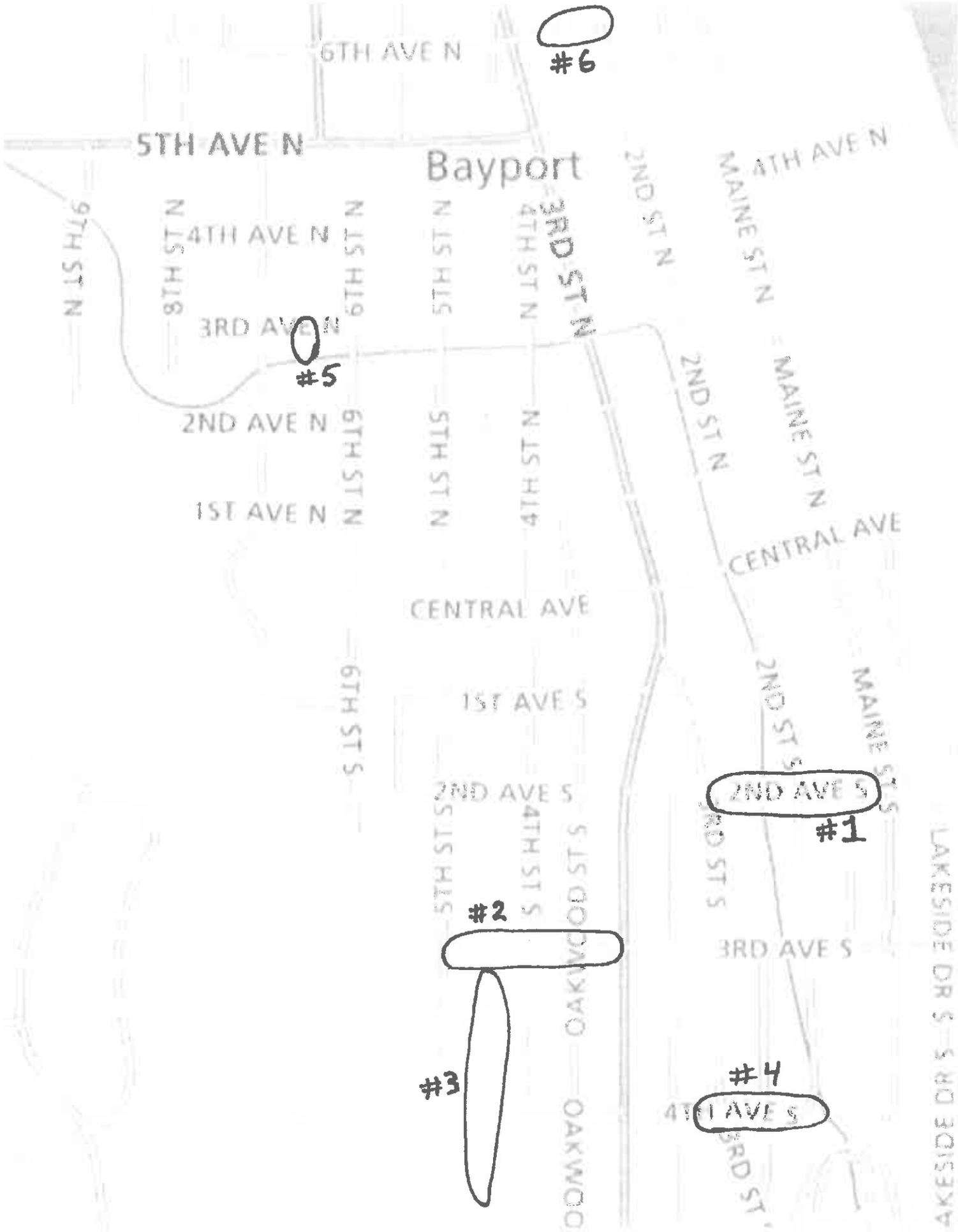
In conjunction with the feasibility study, staff will be requesting the approval to move forward with survey work and plans and specifications for the projects. The reason for this request is to provide more accurate project costs and assessment amounts for viewing at the improvement hearing which is the second step in the assessment process. This timeline would allow staff to bid the project in April which could result in more favorable bids than waiting until later into the summer.

When viewing SEH's proposal letter, please keep in mind that the estimated cost for the project includes all aspects for construction contingencies and soft costs (engineering costs). A portion of the project cost will be assessed to residents; therefore, city funds will not be covering the entire estimated cost. The feasibility report will provide an appropriate amount to that assessment portion but appraisals (not included in the cost estimate) may also be required to prove the benefit levels of the improvements to the properties. Because special assessments are appealable to district court, it is important that the city considers the benefit to the properties as a result of the specific improvements.

All related city project costs will be paid from either the Water/Sewer Improvement Fund or the Street Reconstruction Fund depending on the specific improvement i.e. water main installation would come from the Water/Sewer Fund. The current balance in the Water/Sewer Fund is \$1,405,240 and the balance in the Street Reconstruction Fund is \$3,467,050.

RECOMMENDATION

Staff recommends the City Council adopt a motion authorizing the city's engineering consultant, SEH, Inc., to prepare a feasibility report for the preceding projects at an estimated cost of \$13,650, as well as project design, bid documents, and bidding services for an estimated cost of \$59,200.



#6

#5

#1

#2

#3

#4

Bayport

6TH AVE N

5TH AVE N

4TH AVE N

9TH ST N

8TH ST N

4TH AVE N

6TH ST N

5TH ST N

4TH ST N

3RD ST N

2ND ST N

MAINE ST N

3RD AVE N

2ND AVE N

1ST AVE N

6TH ST N

5TH ST N

4TH ST N

2ND ST N

MAINE ST N

CENTRAL AVE

CENTRAL AVE

6TH ST S

1ST AVE S

2ND ST S

MAINE ST S

2ND AVE S

2ND AVE S

5TH ST S

4TH ST S

#2

OAKWOOD ST S

#2

#3

OAKWOOD

3RD ST S

3RD AVE S

#4

4TH AVE S

3RD ST S

LAKE SIDE DR S - S RD 3RD ST S

2017 Street, Utility, and Drainage Project Proposed Timeline

1. February 13 Meeting
 - a. Council Authorize Feasibility Study along with Survey, Plans and Specs
2. February Staff Work
 - a. Determine Need and Costs for Appraisals
3. March 6 Meeting
 - a. Resolution receiving Feasibility Study
 - b. Set Public Hearing Date for Improvement Hearing (April 3 Meeting)
 - c. Resolution dispensing with the need for project review by local planning agency – Council can adopt by 2/3rds vote to dispense with planning commission review if in their judgment, the proposed capital improvement has no relationship to the comprehensive plan
 - d. Authorize Approval for Appraisals
4. March Staff Work
 - a. Meet directly with 2 commercial property owners on 2nd Ave So to discuss the improvements, cost estimates, and assessments
 - b. Pursue utility easement (Map Location #6)
 - c. Notice the improvement hearing
5. April 3 Meeting
 - a. Improvement Public Hearing
 - b. Vote for Authorizing Improvement 4/5 Vote
 - c. Authorize Bid Advertisements
6. May Staff Work
 - a. Notice the assessment hearing
7. June 5 Meeting
 - a. Bid Review
 - b. Assessment Hearing – Present Assessment Rolls
 - c. Approve Lowest Responsible Bidder



Building a Better World
for All of Us®

February 7, 2017

RE: City of Bayport
2017 Infrastructure Improvements
SEH No. BAYPO 140555 14.00

Matt Kline
Director of Public Works
City of Bayport
294 North 3rd Street
Bayport, MN 55003

Dear Matt:

This letter serves as the Supplemental Letter Agreement and supplements the Agreement for Engineering Services between the City of Bayport and Short Elliott Hendrickson Inc. (SEH) dated October 5, 1987. Specifically, it addresses professional services in connection with the 2017 Infrastructure Improvements Project (hereinafter called the “Project”). The overall project budget, based on the descriptions listed below includes:

Overall Project Budget

Location	Description	Estimated Cost
1) 2 nd Ave. S. (100/200 Block)	Water Main Loop, Sanitary Sewer Extension	\$263,200
2) 3 rd Ave. S. (TH 95 - 5th St.)	Pavement Rehab., Drainage, Water System Valve and Hydrant Replacement, and Sanitary Sewer Rehab.	\$218,000
3) Alley (80)	Pavement Rehab., Sanitary Sewer Rehab	\$102,500
4) 4 th Ave. S. (200 Block)	Pave Gravel Street, Correct Drainage Issues	\$32,500
5) 3 rd Ave. N. (600 Block)	625/645 Side Lot Drainage to Perro Creek	\$20,400
6) 6 th Ave. N. (200 Block)	Drainage; Improve Local Flooding Conditions	\$32,500
Overall Project Budget Total		\$669,100

For budgeting purposes, the City Engineer has calculated the estimated cost of the proposed improvements as shown in the table above. The above cost estimates are based on similar projects constructed recently and include allowances for construction contingencies and soft costs (soft costs include feasibility report, preliminary surveys, engineering design, bid document preparation, advertising,

Engineers | Architects | Planners | Scientists

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

bidding, contract development, legal, construction engineering services, etc.). These estimates will be updated by the engineer prior to bidding. Actual costs may be higher or lower than these estimates depending on the final scope of the project (as determined by the Feasibility Report), price of materials, regional availability of work, the size of the project awarded, and overall economic conditions at the time of bidding.

Project Background and Understanding

1) 2nd Avenue South (100/200 block)

There are two primary drivers for including the 200 block of 2nd Avenue South; the need for a water main loop between 3rd and Maine Streets and the need to extend sanitary sewer to two commercial properties which are currently not served.

The City's water system in this area serves all but the property at 201 2nd Avenue South. However, due to many of the existing water main pipes being 4" diameter and the lack of east-west loop connections, routine maintenance such as valve and hydrant replacement or water main break repairs are likely to result in inconvenient water outages for local businesses.

The City's Water Distribution Analysis report completed in 2004 identifies a need to upgrade approximately 2,000 linear feet of existing 4" water main to 8" water main to address deficiencies in the distribution system. The report recommends upgrading this pipe as part of future street improvement projects. As an alternative, the proposed project would construct approximately 720 linear feet of new 8" water main at this location, creating a looped system, which would allow the City more flexibility to minimize water outages and address the distribution deficiencies identified in the analysis. This approach would save the City considerable cost in comparison to replacing the 2,000 linear feet of water main on the short term and address these deficiencies sooner than if the upgrades had to wait for a future street improvement project.

Sanitary sewer service was extended approximately 385' up 2nd Street South in 1998 to serve the residential properties which abut Perro Creek. That project also identified an additional 250' future extension to 2nd Avenue south to serve commercial properties which currently don't have municipal sanitary sewer service. One of those properties (201 2nd Avenue South) is being redeveloped and is now required to connect to municipal water and sewer as a condition of the approved change of use. The developer would need to extend sanitary sewer approximately 123' from the existing sewer line. The City has the opportunity to then extend the main the remaining 128' to 2nd Avenue, thereby providing for the potential future connection of the other businesses currently not served.

While the need for water main upgrades and sewer extension are the main drivers for this segment of the project, much of 2nd Avenue South from 3rd to 2nd Street will be disrupted by construction. In addition, the intersection of 2nd Avenue South and Perro Creek Drive is located below the floodplain. Once the utility work is complete, the street grade will be raised and reconstructed with concrete curb and gutter and storm sewer in compliance with City standards. The block of 2nd Avenue South between 2nd and Maine Streets will be patched over the new water main trench but the need for a complete street reconstruction is not anticipated at this time.

2) 3rd Avenue South (TH 95 to 5th Street)

This segment of 3rd Avenue South was identified by the 2011 Pavement Management Report as being the street with the worst pavement condition in Bayport. The pavement conditions are noted as being in "Poor" condition and in need of rehabilitation.

City staff has also identified 3rd Avenue South as having substandard drainage and known drainage issues, which require attention. The project will investigate the known drainage issues and propose potential solutions which may include regrading of the street and storm sewer upgrades.

Sanitary sewer and water main in this area of Bayport are known to be in good condition for the age. However, water valves and fire hydrants will be replaced as part of this project and sanitary sewer pipes and manholes will be inspected. If necessary, sanitary sewer rehab could be added to the project or constructed as a separate, stand-alone project.

3) Alley (80) [Between 4th and 5th Streets South, south of 3rd Avenue South]

The 2011 Pavement Management Report identified this alley as being in good condition with some alligator cracking present. Staff has indicated that pavement conditions are worse in some seasons than others and is recommending that the alley pavement be rehabilitated in 2017 due to the proximity to 3rd Avenue South. There are no known drainage issues in the alley.

A sanitary sewer main is located in the alley and will be evaluated for rehabilitation as part of this project.

4) 4th Avenue South (200 Block)

This is one of the few remaining gravel city streets in Bayport. The street slopes from the intersection with Perro Creek Drive west toward 3rd Street South at a moderately steep grade. Heavy rainfall events and snow plowing causes some of the gravel surface to be transported into the shallow ditches on the east side of the 4th Ave./3rd St. intersection resulting in gravel accumulating in the ditches and culverts. This condition presents an ongoing maintenance challenge for the Public Works staff and can cause localized flooding in some events.

Portions of this project are located in the 100-yr floodplain of the St. Croix River. However, due to the fact that this segment is only approximately 200 feet long, it's not practical to raise the road out of the floodplain without impacting other paved roads (i.e. 3rd Street South). Therefore raising the road is not within the scope of this project.

The project proposes to explore options for correcting the drainage and gravel surface issues noted above. Possible solutions include; paving of the gravel street, ditch restoration, culvert cleaning and culvert replacement. It should be noted that the estimated cost provided in the table above is for paving, ditch restoration and culvert cleaning. Other approaches will be evaluated during the study and design phases and could add cost to the project.

5) 3rd Avenue North (600 Block)

The side lot line between 625 and 645 3rd Avenue North has been experiencing erosion due to runoff which discharges from the City street and the surrounding area. The erosion channel is difficult to mow and presents a potential trip and fall hazard for the residents. Runoff from the street is conveyed to Perro Creek with very little treatment prior to discharge. Potential solutions include the construction of an infiltration practice with pretreatment, a rip rap lined swale and/or a buried storm sewer pipe or culvert. The proposed stormwater pretreatment device will also provide credit towards meeting the water quality goals of the City's obligation under the MS4 permit and could offset the requirements for stormwater treatment on the other four projects listed above.

6) 6th Avenue North (200 Block)

This location has been known to flood in heavy rainfall events as well as in spring snow melt events. There is a low point in 6th Avenue North approximately 200 feet east of the centerline of TH 95 where runoff is collected by two catch basins located in the north and south curb lines. Water collected by these structures is conveyed by a storm sewer pipe approximately 70 feet east to a manhole infiltration structure (open bottom) where water is allowed to infiltrate into the soil. There is no overflow from this location and moderate to heavy precipitation and melt events result in street and yard flooding.

Staff and the City Engineer, along with input from the Middle St. Croix WMO, have investigated a number of potential solutions to addressing this flooding issue. Some of the options considered include replacement of the existing manhole infiltration structure, constructing a second manhole infiltration structure, and installing 1,200 lineal feet of storm sewer pipe in 2nd Street to Perro Creek.

After due consideration was given to the severity of the flooding and the cost and effectiveness of the various options, the following two-step approach has been identified as the preferred option:

Step 1: Construct storm infiltration chambers in the north boulevard of 6th Avenue North to increase the infiltration and storage capacity. The goal of the system will be to infiltrate the runoff from the 1.1" rainfall event. Infiltration and storage will be maximized based on the space available for the device and budget. It should be noted that this step alone is expected to improve conditions but will not completely alleviate the flooding in heavier rainfall or snow melt events.

Step 2: If necessary, the City could construct a storm sewer overflow pipe (as part of a future project) to connect to the storm infiltration chamber system constructed in Step 1. The new storm sewer could potentially be connect to Perro Creek or to the diversion structure located at the northeast corner of Perro Park. Additional study will be required in the future before advancing this step to construction and other discharge options will need to be evaluated at that time.

This project would also provide stormwater treatment for long term compliance with the City's MS4 permit or offsetting requirements for the other construction projects as noted for project area 5.

Scope of Engineering Services

The estimate of engineering services covers the Feasibility Report preparation, preliminary surveys and design and bidding services. The Engineer will also attend one informational open house as scheduled by the Director of Public Works.

The services included will take the project through the bid opening and award of the project. The following services have been included in this phase of the project.

- Prepare a Feasibility Report
- Conduct preliminary surveys.
- Coordinate soil borings (to be completed by a soils testing firm).
- Attend one neighborhood meeting.
- Design proposed improvements.
- Attend a design meeting with the underground utility companies (gas, electric, communications).
- Prepare construction documents (Plans).
- Produce project specifications and contract documents (Project Manual).
- Prepare permit applications for MSCWMO, Mn/DOT (work in ROW) and MPCA (NPDES)
- Place ads for bid in official newspaper and industry publications.

- Distribute bid documents to potential bidders.
- Attend bid opening.
- Tabulate and evaluate bids.
- Provide award recommendation to the City.

Note: Additional engineering services will be required for the construction phase of the Project. However, the scope of those services cannot be defined until the end of the project design phase. An estimate for construction services will be provided for authorization prior to construction. A budgeting estimate, which includes construction engineering services, is included in the City's overall Project budget presented above.

Project Schedule

The tentative project schedule is outlined below. This schedule is subject to change but every effort will be made to accommodate the following dates if at all possible.

Council to Order Feasibility Report and Public Improvements.....	February 13, 2017
Conduct Preliminary Surveys	February 2017
Geotechnical Investigation.....	March 2017
Feasibility Report Public Hearing	March 6, 2017
Design and Plan Preparation.....	March - April 2017
Council to Approve Plans/Authorize Bidding	April 3, 2017
Bid Opening.....	May 25, 2017
Council to Award Contract	June 5, 2017
Construction.....	June – September 2017

If there are delays in the Project that are beyond our control, it may become necessary for the City to grant additional time to complete the services.

Estimated Engineering Costs

Based on the above project understanding, scope and schedule, we estimate the cost of engineering to be as follows:

Feasibility Report.....	\$13,650
<u>Project Design, Bid Document Preparation and Bidding Services</u>	<u>\$59,200</u>
Total Estimated Fee ⁽¹⁾	\$72,850

⁽¹⁾ This estimate is part of the total cost of this project identified in the Overall Project Budget section of this memo (see above).

Fees for this work would be billed monthly on an hourly plus expenses basis in accordance with the agreement for professional services. Any work outside the scope described herein would be billed on an hourly basis plus expenses.

Additional Services

The above describes the Project as we understand it and the services necessary to provide a similar level of service provided to the City of Bayport on past projects. If, however, the City finds it necessary to

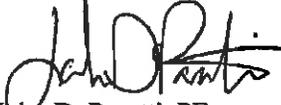
Matt Kline
February 7, 2017
Page 6

request additional assistance, the following are a few of the services also available but not included in the above scope.

- Conduct, facilitate, or attend public involvement meetings (other than the one neighborhood meeting listed in the scope above).
- Additional field surveys (outside the limits described above).
- Boundary or right-of-way surveys.
- Construction engineering services (covered under a subsequent phase).

Please review the above and let me know if you have any comments or questions. We understand that you plan to have this information included in the Council packets for a future meeting. If it satisfactorily sets forth your understanding of our agreement, please sign in the space provided below and return the original copy to me. You may also wish to retain a copy for the City files.

Sincerely,
SHORT ELLIOTT HENDRICKSON INC.



John D. Parotti, PE
Associate | Sr. Project Manager

jdp

p:\ae\b\baypo\138246\2017\2017 drainage and infrastructure improvements\propos=1 and sla\mkline letter 2017_02_07 final.docx

ACCEPTED BY: CITY OF BAYPORT

By: _____
Authorized Signature

Date: _____

(Title)



3601 Thurston Avenue N, Suite 100
Anoka, MN 55303
Phone: 763.231.5840
Facsimile: 763.427.0520
TPC@PlanningCo.com

PLANNING REPORT

TO: Bayport Mayor and City Council
Bayport Planning Commission

FROM: D. Daniel Licht, AICP

RE: Bayport – Ellingson (515 Lakeside Drive S) Variance

REPORT DATE: 2 February 2017

MEETING DATE: 13 February 2017

TPC FILE: 195.02

A. BACKGROUND

Mr. Gregg Ellingson owns the property at 515 Lakeside Drive S. The property is zoned R2, Single Family Urban District and is subject to the Lower St. Croix River Bluffland and Shoreland Management Ordinance. In November 2015, the property owner received approval for construction of a new single family dwelling upon the property. The approved improvements included removal of an existing single family dwelling, importation of fill for construction of the new structure to comply with 100-year floodplain requirements, and establishment of a stormwater basin between the new single family dwelling and the St. Croix River.

A survey of the property indicating pre-existing conditions identifies a retaining wall that is within the 100 foot setback required for structures from the Ordinary High Water Level (OHWL) of the St. Croix River by Section 402.01 of Appendix C of the City Code. The retaining wall is defined as a substandard structure by Section 601.01 of Appendix C. Section 601.02 of Appendix C requires that any extension, enlargement, or alteration of an existing substandard structure must meet the applicable setback requirements. A site inspection by City staff and DNR staff on 28 July 2016 determined that the retaining wall had been modified to better accommodate the grading plan for the new single family dwelling.

The modification of the retaining wall had not been reviewed by City staff or DNR staff. Modification of the retaining wall requires either that the wall be brought into compliance with the 100-foot setback or that a variance be approved as provided for by Section 805 of Appendix C. Although construction is complete, the City and DNR have requested the property owner to submit an application for a variance to legitimize the modification of the retaining wall under Appendix C. The variance application is also consistent with the requirements applied to other properties in the area

that were also required to obtain a variance to allow flexibility with setbacks required by Appendix C and E of the City Code.

Exhibits:

- Site location map
- Property owner narrative
- Survey of pre-existing conditions
- Survey overlaid with modified retaining wall

B. ANALYSIS

Section 805.01 of Appendix C of the City Code states that variances are only to be granted where there are particular hardships that make the strict enforcement of the Lower St. Croix River Bluffland and Shoreland Management Ordinance impractical. Under this section, “hardship” means that the retaining wall in question cannot be established under the conditions allowed by Appendix C of the City Code; that the plight of the landowner is due to circumstances unique to the property, not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. The City may impose conditions in approving a variance to ensure compliance and to protect adjacent properties and the public interest, especially in regard to the view from the St. Croix River.

The removal of the existing single family dwelling and construction of a new single family dwelling required that fill be imported to the property to raise the elevation of the structure to comply with Section 5.21 of Appendix E of the City Code regulating uses within the 100-year floodplain. All structures are required to be elevated on fill so that the lowest floor is at or above the regulatory flood protection elevation. The finished fill elevation for structures must not be lower than one foot below the regulatory flood protection elevation and the fill is required to extend at such elevation at least 15 feet beyond the outside limits of the structure to ensure flood protection. The previous single family dwelling did not comply with the requirements of Appendix E of the City Code for the elevation of structures above the 100-year floodplain.

Placement of fill upon the property was to comply with the Appendix E of the City Code. A decision was made after City approval of the grading plan to modify the existing retaining wall to better accommodate the proposed elevation of the new single family dwelling without extending fill towards the St. Croix River and encroaching into the location of the planned stormwater basin. Compliance with the requirements of the Floodplain Ordinance creates a hardship for use of this property under the Lower St. Croix River Bluffland and Shoreland Management Ordinance making compliance with the 100 foot setback requirement from the OWHL impractical. Without modifying the retaining wall, the fill may have needed to be extended out further from the structure and closer to the OHWL. Consequently, the planned stormwater basin would also need to be shifted closer to the St. Croix River. The combination of these actions would cause additional impacts to the existing character of the St. Croix River shoreline and are not in the public interest.

City staff and DNR staff also determined at the site inspection on 28 July 2016 that the stormwater basin had not been constructed with the required storage capacity of 238 cubic feet. The City Engineer and staff from the Middle St. Croix Watershed Management Organization (MSCWMO) met with the property owner again on 10 November 2016 to review plans for modification of the stormwater basin to provide the required storage capacity. City staff does not believe that the required modifications for the

stormwater basin have been completed to date, and recommends that completion of this work be included as a condition of approval for the variance application.

C. SUGGESTED FINDINGS OF FACT AND CONDITIONS OF APPROVAL

Our office and City staff suggests the Planning Commission and City Council approve the variance application based on the following findings and conditions:

1. Modification of the existing retaining wall is necessary to better accommodate fill imported for the new single family dwelling constructed upon the property to comply with the Floodplain Ordinance.
2. Modification of the existing retaining wall minimizes the effect of the importation of fill and construction of a stormwater basin within the property required for construction of a new single family dwelling upon the property.
3. Compliance with 100 foot setback for the modified retaining wall under the above findings is impractical and creates a hardship for the construction of the proposed single family dwelling.
4. The property owner shall complete construction of the stormwater basin by June 1, 2017, subject to approval of the City Engineer and MSCWMO.

D. RECOMMENDATION

The application for a variance allowing modification of an existing non-conforming retaining wall located within the 100 foot setback of the OHWL of the St. Croix River complies with the criteria outlined in Section 805.01 of Appendix C of the City Code. Our office and city staff recommend the Planning Commission and City Council approve the requested variance subject the findings and conditions outlined in Section C, above.

- c. Sara Taylor, Interim City Administrator/City Planner
John Parotti, City Engineer
Andy Pratt, City Attorney
Jen Sorensen, DNR
Gregg Ellingson, property owner



Parcel ID: 1102920340008

Parcel Address:
515 LAKESIDE DR S, CITY OF BAYPORT

0 262.5 525 1,050 Feet

MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

This drawing is the result of the compilation and reproduction of land records as they appear in various Washington County offices. The drawing should be used for reference purposes only. Washington County is not responsible for any inaccuracies.

Created on 1/29/2017

Detailed Narrative for Variance at 515 Lakeside Dr S:

Plan approval was granted for a new building site at 515 Lakeside Drive South in Bayport in November 2015. An existing boulder wall was included in the approved plans submitted to the city of Bayport and regulatory entities. In order to install a mandated rain garden in an efficient and esthetically pleasing manner, the landscape contractor revised the existing boulder wall. A number of the boulders were relocated from the raingarden area and incorporated into the wall in an 'outcropping' fashion making it a more natural looking wall.

The fact remains that the original wall was modified and we are requesting a variance in order to comply with the city of Bayport's rules governing such post-approval revisions.

Respectfully submitted,

Gregg Ellingson

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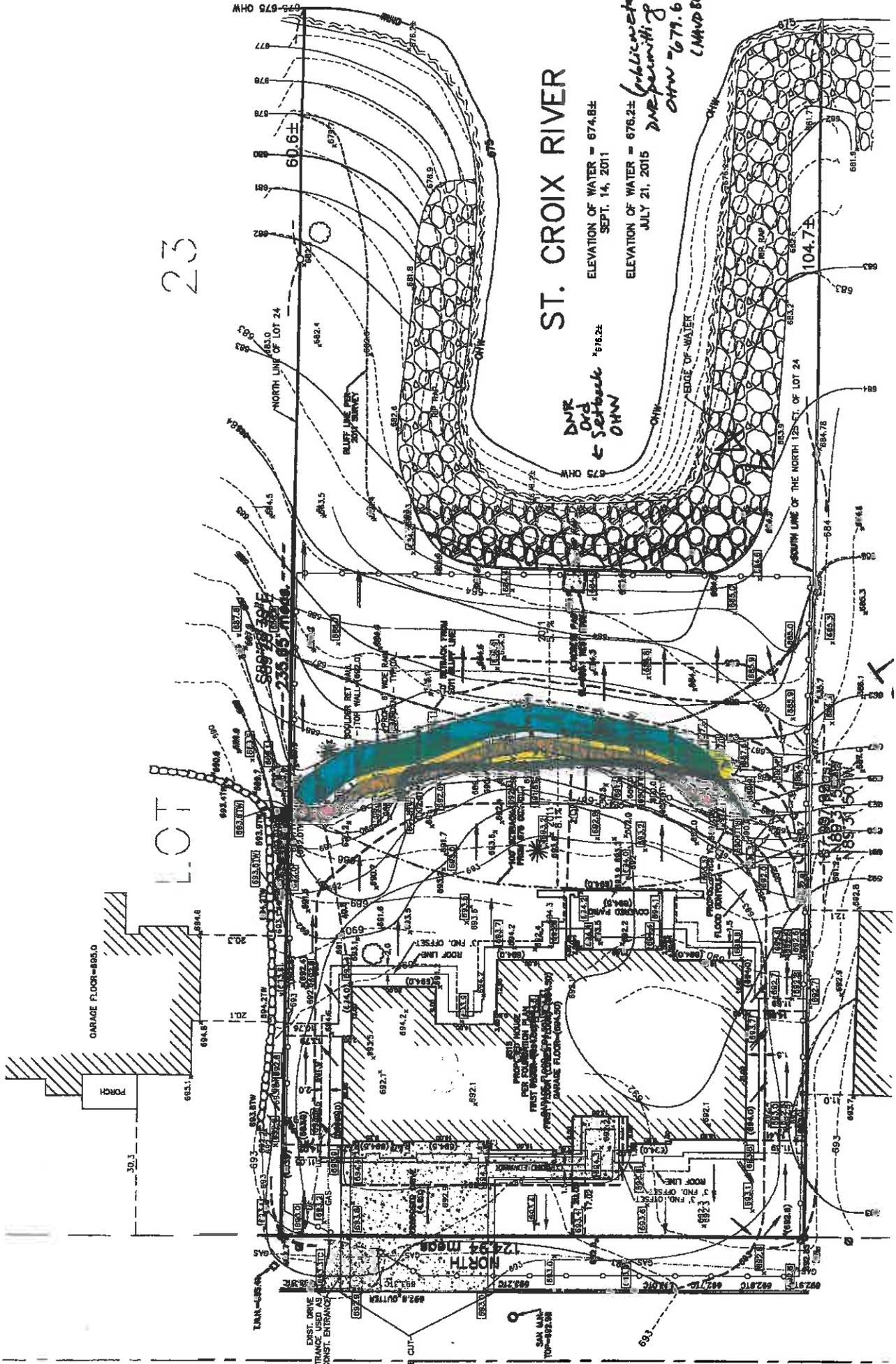
LOT

ST. CROIX RIVER

ELEVATION OF WATER = 674.82
SEPT. 14, 2011

ELEVATION OF WATER = 678.2±
JULY 21, 2015
DNR
DNR Permitting
DHW 679.6
CMAA 81

DNR
DNR
Old
Setback
DHW



GARAGE FLOOR=885.0

PORCH

889.25±
30'±
235.65±

124.94±
NORTH

104.7±

189.3±
50'

LANDSIDE DRIVE SOUTH

RESOLUTION NO. 17- ____

**EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD FEBRUARY 13, 2017**

Pursuant to due call and notice therefore, the 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 13th day of February, 2017.

The following members were present:

The following members were absent:

Council member _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING A VARIANCE TO MODIFY A SUBSTANDARD RETAINING WALL
WITHIN THE REQUIRED SHORELAND SETBACK AT 515 LAKESIDE DRIVE SOUTH, LEGALLY
DESCRIBED AS THE NORTH 125 FEET OF MILL LOT 24 OF BAYPORT INCLUDING ALL
RIPARIAN RIGHTS, BAYPORT, WASHINGTON COUNTY, MINNESOTA**

WHEREAS, the City received a request from property owner Gregg Ellingson, to consider a variance to allow a modification to an existing substandard retaining wall located within the required setback from the Ordinary High Water Level of the St. Croix River; and,

WHEREAS, The Planning Commission conducted a public hearing to consider the application on February 13, 2017 and by a _____ vote recommended approval of the application to the City Council; and

WHEREAS, The City Council considered and approved the variance at their February 13, 2017 meeting with the following findings of fact and conditions:

FINDINGS OF FACT

- A. On or about November 20, 2016, the City received an application for a variance to allow modification of an existing retaining wall within the required setback from the OHWL of the St. Croix River upon the property located at 515 Lakeside Drive.
- B. Section 402.01 of the Lower St. Croix River Bluffland and Shoreland Management Ordinance (Appendix C of the City Code) requires that structures be setback a minimum of 100 feet from the OHWL of the St. Croix River.
- C. The existing retaining wall is within 100 feet of the OHWL of the St. Croix River and is defined as a substandard structure in accordance with Section 601.01 of the Lower St. Croix River Bluffland and Shoreland Management Ordinance.
- D. Section 601.02 of the Lower St. Croix River Bluffland and Shoreland Management Ordinance states that any extension, enlargement, or alteration of an existing substandard structure or sanitary facility shall meet the setback standards of this Appendix C.
- E. City staff and DNR staff determined during a site inspection conducted on July 28, 2016 that the existing retaining wall had been modified to accommodate fill to elevate the planned single family dwelling in compliance with the provisions of the Floodplain Ordinance (Appendix E of the City Code).
- F. Section 805.01 of the Lower St. Croix River Bluffland and Shoreland Management Ordinance states that variances shall only be granted where there are particular hardships which make the strict

enforcement of this ordinance impractical. "Hardship" means the proposed use of the property and associated structures in question cannot be established under the conditions allowed by this ordinance; the plight of the landowner is due to circumstances unique to his property, not created by the landowner after May 1, 1974; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone shall not constitute a hardship for the reasonable use of the property and associated structures under the conditions allowed by this ordinance. In addition, no variance shall be granted that would permit any use that is prohibited in this ordinance in which the subject property is located. Conditions may be imposed in the granting of a variance to ensure compliance and to protect adjacent properties and the public interest, especially in regard to the view from the river.

- G. Modification of the existing retaining wall is necessary to better accommodate fill imported for the new single family dwelling constructed upon the property to comply with the Floodplain Ordinance.
- H. Modification of the existing retaining wall minimizes the effect of the importation of fill and construction of a stormwater basin within the property required for construction of a new single family dwelling upon the property.
- I. Compliance with 100 foot setback for the modified retaining wall under the above findings is impractical and creates a hardship for the construction of the proposed single family dwelling.
- J. The property owner shall complete construction of the on-site stormwater basin by June 1, 2017, subject to approval of the City Engineer and MSCWMO.
- K. The planning report dated 28 January 2017 prepared by the City Planning Consultant, The Planning Company LLC, is incorporated herein.
- L. The Planning Commission held a public hearing to consider the application on February 13, 2017 and unanimously recommended approval of the variance to the City Council.
- H. Based on paragraphs A-L above, the City Council finds it in the best interest of the City to approve a variance allowing modification of an existing substandard retaining wall within the 100 foot setback from the OHWL of the St. Croix River in accordance with the criteria established by Section 805.01 of the Lower St. Croix River Bluffland and Shoreland Management Ordinance.

NOW THEREFORE BE IT RESOLVED: The City Council of the City of Bayport, Washington County, Minnesota, does hereby deny the application based on findings of fact above.

The record of the Planning Commission, including without limitation, the testimony and exhibits presented, together with the discussion of the City Council regarding the matters described herein, are made a part of the record of these proceedings.

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 –	Michele Hanson –	Patrick McGann -
Connie Carlson –	John Buckley –	

WHEREUPON, said Resolution was declared duly passed by the City Council, City of Bayport, Washington County, Minnesota this 13th day of February, 2017, signed by the Mayor and attested by the City Administrator.

Sara Taylor, Interim City Administrator

Susan St. Ores, Mayor

February 7, 2017

TO: City of Bayport
Mayor and City Council

FROM: Richard Fursman, Huelife

The following is a summary of our engagement to date with Bayport to identify qualified candidates for the position of City Administrator and a recommendation to hire Adam Bell.

A position profile was redrafted from one that was used during the recruitment of Logan Martin, three years ago. After several edits, the profile was approved. Following approval, announcements were placed with professional organizations locally and around the country. Additionally, the position profile was posted on the Huelife website and the city's official website.

Announcements were also distributed via professional networks and list serves of administrators and managers across the Midwest. Direct recruitment calls and email contacts were made to potential candidates and electronic recruitment letters were sent to over 70 individuals we identified as potential interested parties and to people requesting information about the position. These efforts yielded 82 resumes.

I screened and personally interviewed 19 applicants. The city received reports on 13 semi-finalists. On January 23, I reviewed the semi-finalist candidates' qualifications and background with the City Council. The City Council discussed the candidates and selected five finalists to be interviewed. I notified the finalists and all the candidates about their status following our meeting. I also discussed final preparations for the interview events.

Questions were drafted for city staff and the City Council to be used during the interviews. The City Council met one-on-one with candidates on January 25 for 30 minutes each, following a group candidate tour of the community. On January 26, each candidate interviewed with two separate groups, one comprised of city staff and one of City Councilmembers. Each interview took approximately 55 minutes. Following the interviews, two staff representatives joined the City Council and reported on each of the five candidates. They reported on how the candidate might help the organization, community, and fit with the culture. The City Council then reflected on how the staff report compared to their findings.

The City Council deliberated for 90 minutes on the candidates. There was general consensus that the candidate who would fit best with the city was Adam Bell. The City Council requested that I pursue an employment agreement with Mr. Bell.

The employment agreement before the City Council meets the suggestions for the terms and conditions of hiring Mr. Bell for the City Administrator position. I recommend that the City Council adopt the employment agreement as presented, with a start date of February 27, 2017.



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

THIS CITY ADMINISTRATOR EMPLOYMENT AGREEMENT (Agreement), is made as of this ____ day of February, 2017 by and between the City of Bayport, Minnesota (Employer or city), and Adam Bell (Employee).

The parties agree as follows:

1. **POSITION.** The Employer agrees to employ the Employee as its City Administrator. The Employee agrees to serve as the City Administrator in accordance with the attached position description.
2. **PENSION PLAN.** The Employer shall contribute to Public Employee Retirement Association (PERA), as required by State law, for the Employee, or an alternate pension plan, if selected by the Employee and authorized by State law.
3. **SALARY.** The Employer shall pay the Employee an annual salary of \$92,110 starting on February 27, 2017, consistent with Grade 14, Step 2 of the city's salary compensation schedule. The Employee shall be given, at a minimum, an annual salary and performance review prior to the first anniversary of hire.
4. **GOALS.** Included as an attachment to this Agreement are goals for the first three months, six months and one year of employment. The Employer and Employee will review and discuss these goals in a timely manner during the first year of employment. Prior to the completion of the first year of employment the Employer and Employee will develop a new set of goals.
5. **SICK LEAVE.** Effective on the Employee's first day of employment, the Employee shall accrue sick leave at the rate of eight (8) hours per month, to a maximum accrual of eight hundred (800) hours, the same as other non-union city employees. The Employee will be provided a sick leave balance of forty (40) hours upon the start of his employment. The Employee shall be allowed to use the sick leave balance immediately upon the commencement of his employment; all other uses shall be in accordance with the city personnel policy.

6. **VACATION.** Effective on the Employee's first day of employment, the Employee shall accrue vacation at the rate of an employee with 6 to 10 years of service, which is ten (10) hours per month, with standard accrual increases the same as other non-union city employees. The Employee may not carry over from one year to the next more vacation than he earns in one and one-half (1½) calendar years. Accrued vacation shall be computed from the Employee's anniversary date stated in section 3. The Employee will be provided a vacation balance of forty (40) hours upon the start of his employment. The Employee shall be allowed to use the vacation balance immediately upon the commencement of his employment; all other uses shall be in accordance with the city personnel policy.
7. **HOLIDAYS.** The Employer shall pay the Employee for up to ninety-six (96) hours annually for established holidays, the same as other non-union city employees.
8. **LIFE INSURANCE.** The Employer shall provide the Employee life insurance benefits, the same as other non-union city employees.
9. **GENERAL INSURANCE.** The Employer shall provide the Employee group medical, dental, and disability insurance benefits, the same as other non-union city employees.
10. **DUES AND SUBSCRIPTIONS.** The Employer shall budget and pay the professional dues and subscriptions for the Employee, which are necessary for continued participation in national, regional, state, and local associations, and necessary and desirable for the Employee's continued professional participation, growth, and advancement.
11. **PROFESSIONAL DEVELOPMENT.** The Employer shall pay the travel and subsistence expenses of the Employee for approved and budgeted professional and official travel, meetings, and occasions appropriate to continue the professional development of the Employee and to adequately pursue necessary official and other committees thereof, which the Employee serves as a member. The Employee shall use good judgment in his outside activities so he will not neglect his primary duties to the Employer. Some of the conferences and seminars the Employee expects to attend include, but are not limited to, affiliation with the following organizations: International City Management Association (ICMA), Minnesota City Manager Association, and League of Minnesota Cities (LMC). The Employer shall also budget for and pay the travel and subsistence expenses of the Employee for short courses or seminars that are appropriate for his professional growth. These expenses are subject to approval by the City Council under the normal budget process.
12. **CIVIC CLUB MEMBERSHIP.** The Employer recognizes the desirability of representation in local, civic, and other organizations. The Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by him and the City Council, at the Employer's expense. Such memberships must be budgeted by the City Council under the normal budget process.
13. **TRAVEL/MILEAGE REIMBURSEMENT.** The Employer shall reimburse the Employee for use of his personal automobile for city related business on a per mile basis and at a rate equal to what the Employer reimburses all other employees for business use of a personal automobile, which is the standard mileage rate established by the Internal Revenue Service (IRS) each year.
14. **GENERAL EXPENSES.** The Employer shall reimburse the Employee for

miscellaneous job related expenses which it is anticipated the Employee will incur from time to time.

15. **HOURS OF WORK.** It is understood that the position of City Administrator may require extended work hours outside of the required forty (40) hour work week. This work may include, but is not limited to, attendance at regular City Council meetings, workshops, and other special committee and commission meetings related to city business, which may occur outside of regular business hours. It is understood by the Employee that additional compensation (i.e., overtime pay) shall not be allowed for such additional expenditures of time. It is further understood that the Employee may absent himself from the office to a reasonable extent in consideration of these extraordinary time expenditures, and that said compensatory time shall be documented from time to time.
16. **TERMINATION BENEFITS.** In the event that the Employee is terminated by the Employer during such time that the Employee is willing and able to perform the duties of City Administrator, the Employer agrees to pay the Employee at the time of receipt of his last paycheck, a lump sum cash payment equal to three (3) months aggregate salary. However, in the event the Employee is terminated because of misconduct, conviction for a felony, or conviction for an illegal act involving personal gain to the Employee, then the Employer shall have no obligation to pay the termination benefits.

If the Employer, at any time during the employment term, reduces the salary or other financial benefits of the Employee, in a greater percentage than a concurrent across-the-board reduction for all non-union employees, or if the Employer refuses, following written notice, to comply with any other provisions of this Agreement benefiting the Employee or the Employee resigns following a formal suggestion by the Employer that he resign, then the Employee may, at his option, be deemed to be terminated on the effective date of the Employee's resignation and the Employee shall also be entitled to receive the termination benefits set forth above. The Employee shall not receive any termination benefits should he resign on his own free will or to accept another employment opportunity.

17. **GENERAL CONDITIONS OF EMPLOYMENT.** Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employer to terminate the services of the Employee at any time, for any reason, subject only to the provisions of this Agreement. Furthermore, nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with the Employer, subject only to the provisions of this Agreement, and a thirty (30) day written notice to the City Council.
18. **INDEMNIFICATION.** The Employer shall defend and indemnify the Employee, pursuant to Minnesota Statutes §§466.07 and 465.76. In addition, the Employer shall defend, hold harmless, and indemnify the Employee from all torts; civil damages and penalties, and fines; and violation of statutes, laws, rules and ordinances, provided the Employee was acting in the performance of the duties of the position of City Administrator.
19. **GENERAL PROVISIONS.** This Agreement is entered into and shall be construed and governed in accordance with the laws of the State of Minnesota. This Agreement may not be amended, modified, or supplemented in any manner except by written instrument signed by each party hereto. Except as otherwise provided in this Agreement, all provisions of Employer personnel policies and the City Code apply to the Employee as they would to other non-union employees of the Employer.

IN WITNESS WHEREOF, the Employer has caused this Agreement to be signed and executed on behalf of its Mayor and City Council, and the Employee has signed this Agreement, in duplicate, the day and year first written above.

EMPLOYER:

By: _____

Its: Mayor

By: _____

Its: City Attorney (As To Form)

EMPLOYEE:

ATTACHMENT A – CITY ADMINISTRATOR GOALS

3 MONTH

- Conduct one-on-one interviews with the City Council to ascertain goals and desires for the short and long term, while also achieving a “get to know you” component.
- Establish an understanding of the city’s current budget, capital improvement plan, and overall financial standing, while beginning the FY 2018 budget process.
- Conduct one-on-one interviews with department heads to get to know them personally while also discussing the current status within the department, key projects and initiatives, and areas of concern or needed improvement.
- Review and understand the city’s key documents, plans, policies, and reports.
- Get to know the layout of the community, including municipal buildings, infrastructure, business corridors, and residential neighborhoods.
- Establish a communication strategy with the City Council that is most effective for each individual member and the group as a whole.
- Meet all city staff to establish a solid professional and personal working relationship.
- Learn and understand current communication techniques, styles, and meeting schedules on an organizational and individual basis.
- Complete introductory meetings with the county administration to lay the groundwork for a successful working partnership.
- Begin introductory meetings with key community stakeholders and business leaders.

6 MONTH

- Continue introductory meetings with members of the business community, ascertaining their current status and any requests or desires of the city.
- Review communication strategies with the City Council and staff to ensure effectiveness, making changes and improvements where needed.
- Establish a strong understanding of the city code and local ordinances.
- Complete the FY 2018 budget process in partnership with city staff.
- Meet key stakeholders in the community, including members of the Planning Commission, Library Board, and Bayport Community Action League.
- Establish an understanding of the St. Croix Crossing bridge project.
- Establish a relationship with the Greater Stillwater Chamber of Commerce to foster a partnership for economic development projects and community events.
- Establish an economic development plan that pursues city goals and objectives.
- Join and become involved in professional organizations such as the MN City/County Manager’s Association.
- Become involved with relevant community and civic groups.
- Review listed goals and evaluate any needed adjustments; continue to share results or adjustments with the City Council.

12 MONTH

- Work with staff to update and prioritize department-specific short and long term goals, ensuring alignment with overall city goals and objectives.
- Continue with economic development, including meeting with business leaders, retail market data gathering, redevelopment site analysis, and marketing available sites.
- Establish 2019 budget and long term capital improvement plans, using both initiatives as a tool for implementing citywide goals.
- Continue to pursue opportunities to meet residents and be active at community events and organizations.
- Complete a formal performance review with the City Council; use this process to establish goals and objectives for the next year and beyond.



Bayport Fire Department

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

Date: February 1, 2017

To: Mayor and City Council
Sara Taylor, Interim City Administrator

From: Allen Eisinger, Fire Chief

Re: Fire Chief's Memo – February City Council meeting

The January monthly call volume was 122. The total runs for 2016 were 1,280, which is a 3.7% increase from 2015. We did have two structure fires that caused an estimated \$300,000 in damage. Bayport Police was able to control one fire with their fire extinguisher until the Fire Department arrived on scene to check for possible extension. The members of the department did a great job of knocking the second fire down and the homeowner was able to salvage six work vehicles used for his business as well as other equipment.

Training consisted of ice rescue in which we did have a close call when a zipper on one of our survival suits failed. Luckily, our back up system allowed for other firefighters to quickly remove the firefighter from the water and get him into our trucks to warm up. The other drill was EMT and First Responder quarterly review. February drills will be confined space using the training aids at the new station and outside instructors. Fire inspections are ongoing.

Meetings, Station Tours, Community Events

- Attended Washington County Fire Chief's meeting.
- Attended Capital City Mutual Aid meeting.
- Participated in a day retreat for the Minnesota Firefighter Foundation Board.
- Attended department meetings.
- Recognized Captain Brandon Johnson for 10 years of service and Captain Josh Eisinger for 15 years of service at our annual appreciation dinner. Lower St. Croix Valley Fire Department provided coverage for our area at our station during the dinner.

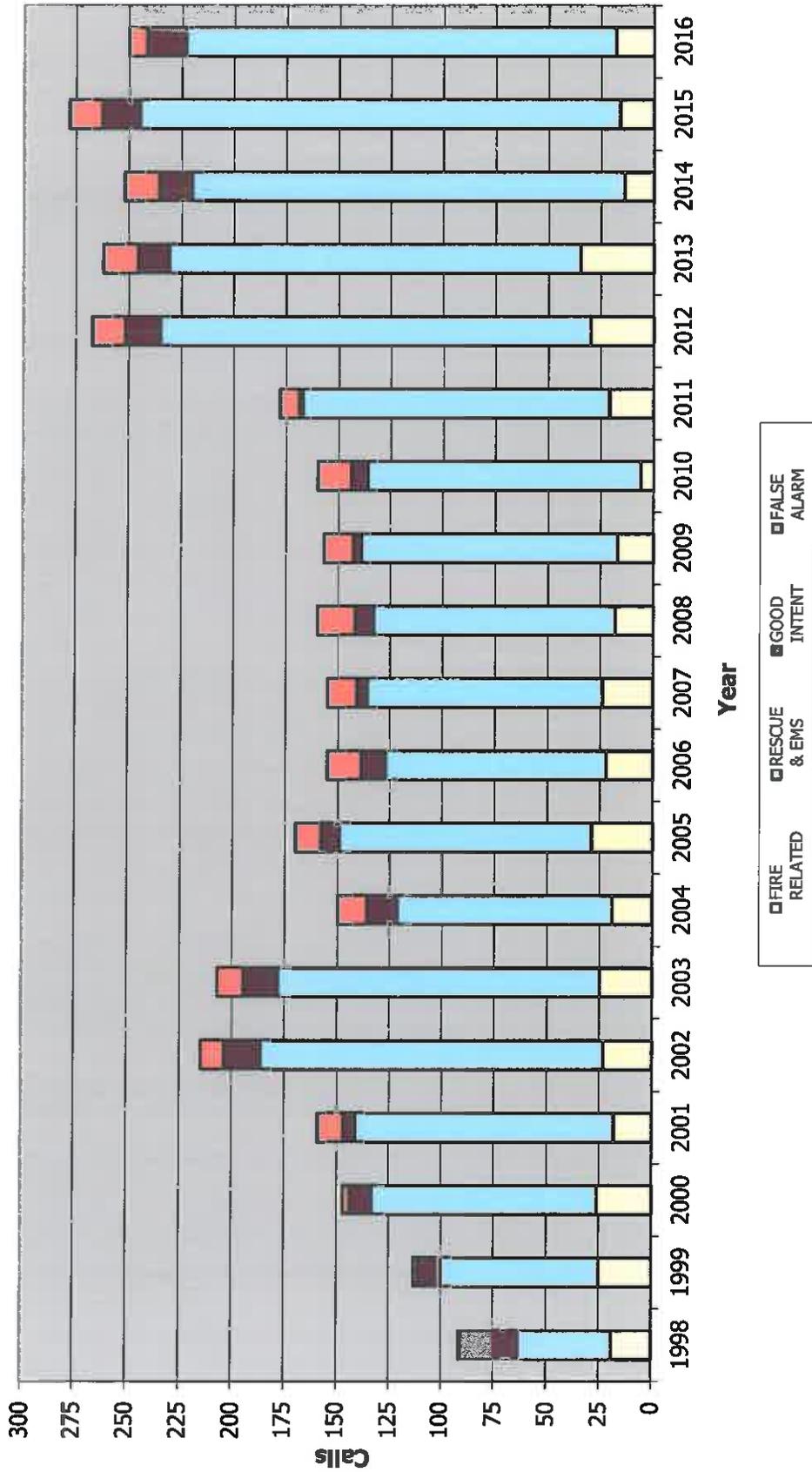
Upcoming Events

- Fire Department Dance on February 18, 2017, 7:30 p.m. – 12:00 a.m., at the Bayport Legion.
- Officer school in Alexandria, MN.

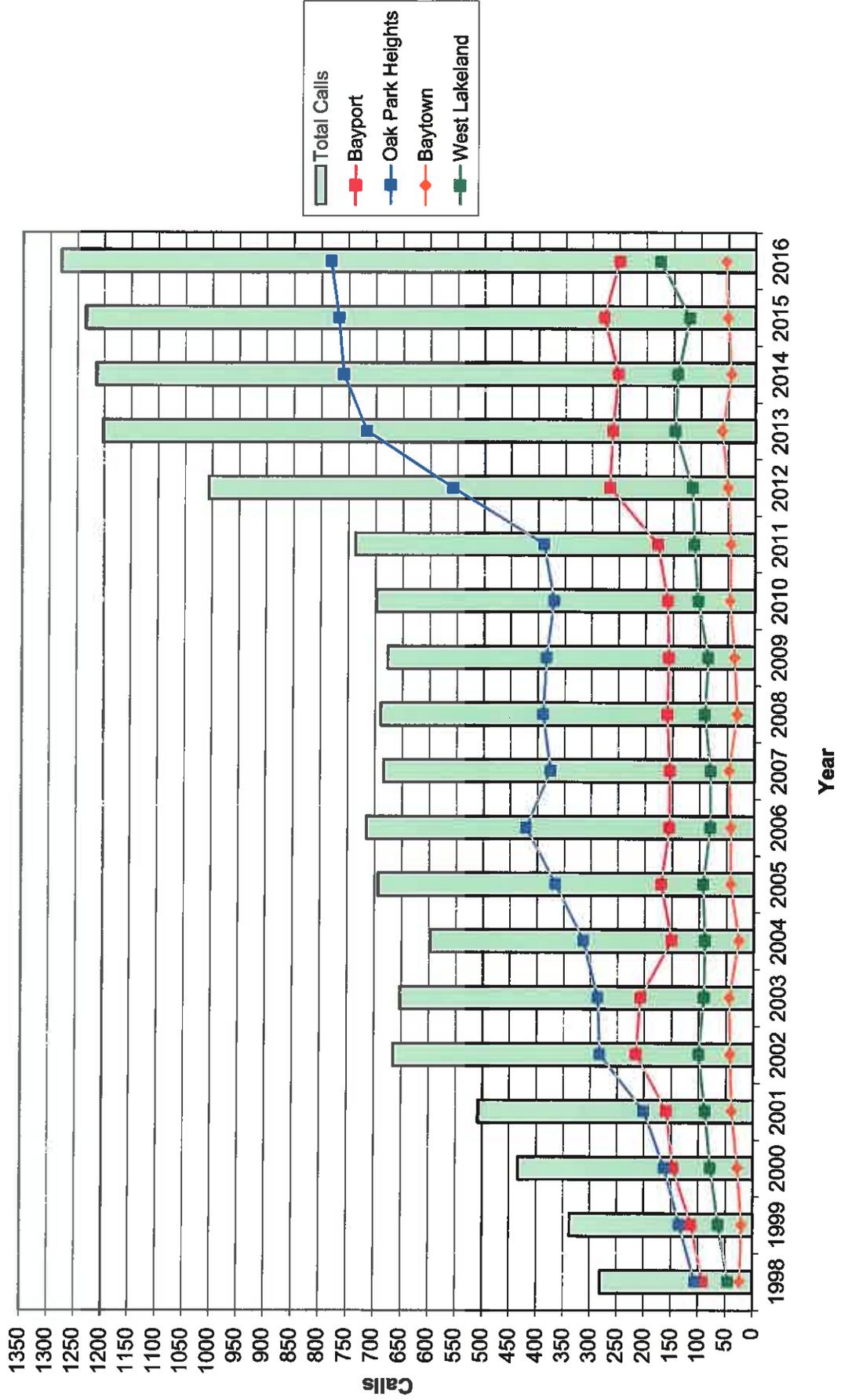
Safety Tip

Electrical issues continue to be a major cause of fires. Do not use any appliances or cords that are cracked or spark when plugged in. Replace or repair damaged items to ensure fire safety.

City of Bayport Call Summary



Bayport Fire Department Total Run Breakdown



**Oak Park Heights
Fire Call Information**

YEAR	Bayport					Baytown Township					Oak Park Heights					West Lakeland					Mutual Aid					
	TOTAL BFD INCIDENTS	FIRE RELATED	RESCUE & EMS	GOOD INTENT	FALSE ALARM	TOTAL	YOY Growth	FIRE RELATED	RESCUE & EMS	GOOD INTENT	FALSE ALARM	TOTAL	YOY Growth	FIRE RELATED	RESCUE & EMS	GOOD INTENT	FALSE ALARM	TOTAL	YOY Growth							
1998	280	19	44	28	1	92		9	7	2	5	23		29	62	14	1	106		19	17	6	3	45		14
1999	338	25	75	11	2	113	22.8%	3	11	4	2	20	-13.0%	36	82	11	5	134	26.4%	20	28	12	3	63	40.0%	8
2000	434	26	107	11	3	147	30.1%	6	17	5	0	28	40.0%	33	107	19	3	162	20.9%	28	35	10	5	78	23.8%	19
2001	508	18	123	6	12	159	8.2%	5	24	10	0	39	39.3%	31	139	25	5	200	23.5%	17	37	28	6	88	12.8%	22
2002	665	23	163	18	11	215	35.2%	14	21	5	2	42	7.7%	30	174	57	21	282	41.0%	20	46	26	8	100	13.6%	26
2003	652	25	153	17	12	207	-3.7%	13	16	12	3	44	4.8%	30	164	74	18	286	1.4%	30	33	21	7	91	-0.0%	24
2004	597	19	102	15	14	150	-27.5%	7	13	5	1	26	-40.8%	39	200	52	22	313	9.4%	23	46	15	5	89	-2.2%	19
2005	693	29	120	9	12	170	13.3%	9	21	10	2	42	61.5%	33	251	42	40	366	16.9%	22	45	12	14	93	4.5%	22
2006	715	22	105	12	16	155	-8.8%	4	29	7	2	42	0.0%	30	302	30	59	421	15.0%	14	39	12	15	80	-14.0%	17
2007	684	24	112	5	14	155	0.0%	12	21	3	10	46	9.5%	34	270	32	40	376	-10.7%	18	45	10	7	80	0.0%	27
2008	689	18	115	9	18	160	3.2%	5	22	4	0	31	-32.6%	34	292	30	34	390	3.7%	14	54	10	13	91	13.8%	17
2009	677	17	122	4	14	157	-1.9%	5	25	5	2	37	19.4%	29	293	28	34	384	-1.5%	19	50	11	5	85	-6.6%	14
2010	697	6	130	8	16	160	1.9%	7	28	3	7	45	21.6%	32	260	33	45	370	-3.6%	18	67	9	10	104	22.4%	18
2011	737	21	146	2	9	178	11.3%	16	20	1	7	44	-2.4%	47	306	10	26	389	5.1%	17	73	8	13	111	6.7%	15
2012	1006	30	205	17	15	267	50.0%	12	26	7	5	50	13.6%	35	451	50	22	558	43.4%	16	80	16	3	115	3.6%	16
2013	1202	35	196	15	16	262	-1.9%	5	44	3	9	61	22.0%	30	546	81	59	716	28.3%	14	107	15	11	147	27.8%	7
2014	1214	14	206	16	16	252	-3.8%	4	20	8	12	44	-27.9%	40	576	92	51	759	6.0%	14	97	25	6	142	-3.4%	15
2015	1234	16	229	18	15	278	10.3%	9	27	6	9	51	15.9%	30	596	96	46	768	1.2%	14	78	23	6	121	-14.8%	16
2016	1280	18	205	19	8	250	-10.1%	5	38	7	4	54	5.9%	18	632	89	44	783	2.0%	13	118	34	10	175	44.6%	18
						Avg	7.1%					Avg	8.0%					Avg	12.7%					Avg	9.1%	

YEAR	TOTAL BFD INCIDENTS	FIRE RELATED	RESCUE & EMS	Good Intent	False Alarm	Mutual Aid	YOY Growth
1998	280	76	130	50	10	14	
1999	338	84	196	38	12	8	20.7%
2000	434	93	266	45	11	19	28.4%
2001	508	71	323	69	23	22	17.1%
2002	665	87	404	106	42	26	30.9%
2003	652	98	366	124	40	24	-2.0%
2004	597	88	361	87	42	19	-8.4%
2005	693	93	437	73	68	22	16.1%
2006	715	70	475	61	52	17	3.2%
2007	684	88	448	50	71	27	-4.3%
2008	689	71	483	53	65	17	0.7%
2009	677	70	490	48	55	14	-1.7%
2010	697	69	485	47	78	18	3.0%
2011	737	94	547	18	63	15	5.7%
2012	1006	93	762	90	45	16	36.5%
2013	1202	91	894	114	96	7	19.5%
2014	1214	82	902	145	85	15	1.0%
2015	1234	69	930	143	76	16	1.6%
2016	1280	54	993	149	66	18	3.7%
						Avg	9.5%



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: January 31, 2017
To: Mayor and City Council
Sara Taylor, Interim City Administrator
From: Police Chief Laura Eastman
Subject: Police Reports and Updates

Past Events

January 8: Boy Scout tour and fingerprint shop – Officer Lund
February 1: Andersen Elementary tour – Officer Lepowsky and Chief Eastman
February 2: St. Croix Preparatory Academy/K9 sniff – Sergeant Jackson
February 2: Use of Force training – All staff

Upcoming Events

- Reserve interviews and posting for a part-time office position (to be determined)
- Weapons training in March

Miscellaneous

- In 2016, the Police Department had 3,175 calls for service. Additionally, the Reserves Officers volunteered 2,278 hours. Special recognition goes to **Reserve Sergeant Colin Reardon** for producing 663 of those hours.
- After careful consideration, the Police Department has decided to purchase squad and body cameras from Watch Guard. I received a few questions and comments on the body worn camera policy and have made some revisions to the draft policy moving forward.
- Reminder: The City of Bayport has a 24-hour parking ordinance. Please be considerate and remove your vehicles from the streets for snow removal.
- See our Facebook page for safety reminders and events.

December Call Log (continued)

23 – 31: crime prevention, abandoned vehicle complaint, public assist, accident w/injury, accident no/injury, found property, out of control juvenile, speed 75/55, interlock violation/display cancelled plates/plate impound, AOA/theft in progress, car vs. deer, intoxicated male, possible domestic/AOA, assist state with accident, domestic, 3rd degree DUI/test refusal, 4th degree dui, road hazard, disturbance/DK female, public works request, down power line, public assist, suspicious activity, drive after suspension, *commercial vehicle inspection*, medical L1/DK juvenile/ Youth Service Bureau referral, car vs. deer, suspicious activity/drug use on river, panic alarm, medical L1w/w speed, , medical L1, road rage incident involving a weapon/AOA, suspicious vehicle, w/w speed, parking concern/info only, cancelled IPS/arrest GM, parking complaint, liquor/tobacco licenses delivered, record request, train complaint, w/w equipment violation, permit to purchase, open door, medical L1, 1.

January Log

- 01 – AOA/Fight, unruly patron/disorderly conduct, curfew violation, w/w speed, civil issue, medical L3.
- 02 – Medical L1, parking complaint, child protection referral, AOA/domestic/fight/medical,
- 03 – Public works concern, medical L1, background check, w/w no front plate, stop sign violation, accident, vehicle lock out, lost keys, expired registration, NPI, Medical L1, 911 hang up.
- 04 – Gas drive off, school crossing, AOA/traffic, admin/deliveries, vacation check, speed 66/40, Vehicle lockout.
- 05 – Medical L1, fail to display current registration, open door, w/w speed, accident, school crossing, vacation checks, school crossing, public assist/lost dog, neighbor complaint, vehicle accident, AOA/pursuit.
- 06 – Vehicle accident, community presentation/boy scouts, w/w speed, DAS, civil assist/family.
- 07 – Family assist, safety concerns, robbery/AOA.
- 08 – AOA/fight, medical L1, verbal domestic, family assist, w/w stop sign violation x 2, w/w muffler violation, expired registration, w/w provisional license violation, audible alarm, w/w stop sign violation/fail to change address, vacation checks.
- 09 – School crossing, records request, fire alarm, city ord. complaint shed, vacation check, medical L2, school crossing, lock out, community presentation/girl scouts, vehicle lockout, ice road complaint.
- 10 – AOA/prowler, handgun permit to purchase, crime prevention x3, verbal domestic, school crossing, assist city hall/liquor license, parking complaint, medical L1, vehicle lockout, fire call.
- 11 – Crime prevention, school crosswalk, parking issue, neighbor issue, vehicle lockout, scam report, domestic, fire, open gate/AOA, medical L1.
- 12 – Break-in/aoa, school crossing, medical L3, alarm, medical L1, school issue/YSB referral, threats, w/w illegal license plate light, AOA/unknown situation.
- 13 – 24 hour parking violation x 4, w/w commercial vehicle, school crossing, vehicle lockout, school incident, suspicious vehicle, trespass, handgun permit to purchase.
- 14 – AOA/stolen vehicle, overturned vehicle, burglary report, welfare check, welfare concern.
- 15 – Impaired person/assault/UOF report, possible prowler, vacation checks, public assist, animal concern, assist city hall, aoa/suspicious person.
- 16 – Parking issue, medical L1, car vs. deer, medical L1, Accident/no injuries.
- 17 – Verbal domestic, medical L3, animal complaint, safety concern, w/w speed, train blocking violation, dog feces, warrant attempt, harassment report.
- 18 – School crossing, dog complaint, child protection report, city ordinance complaint, report request, school crossing, Medical/lift assist.
- 19 – Missing dog, noise complaint, school crossing, custody issue, w/w speed, Youth Service Bureau referral, possible intoxicated driver.
- 20 – Crime prevention, medical L 3, school bus arm violation, parking complaint, directed patrol, background check, council packets, civil assist, expired registration, no proof of insurance, vehicle lockout, no proof of insurance, welfare concern, DAS, littering, no proof of insurance, No MN DL.
- 21 – Fail to obey semaphore, speed/56/40, 2nd degree DUI, medical L1 x 2, AOA/unknown situation alarm business check, w/w speed.
- 22 – AOA/domestic.
- 23 - Found needles, school crossing, directed patrol, w/w FDCR/fail to maintain lane, school crossing, medical L1 death, environment concern, medical L3.
- 24 - 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 OFF/DANCO = Received a fax for an order for protection (OFF) domestic abuse, no contact order (danco) for person in our city, Felony Intro. Of Narc. = Felony level of introduction of narcotics into the prison, uac = underage drinking, AOA/assist Other Agency, 10 -72 = deceased. FDCR- Fail to display current registration, UUMV = unauthorized use of mother vehicle, AOA= Assist other agency, POR= predatory offender verification, watch property protection TC= camera placement, FDRC= fail to display current registration.



Bayport Public Library

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

Date: February 2, 2017

To: Mayor and City Council; Sara Taylor, Interim City Administrator

From: Jill Smith, Bayport Public Library Director

We rang in the New Year in style with our second annual Noon Year's Eve party. 45 people attended and really enjoyed the balloon drop at noon! The enthusiasm of the crowd was contagious, and we'll do it again in 2018!

Hannah Gilsdorf, one of our part-time shelvers, has resigned from her position. With schoolwork and her many activities, she was too busy to continue here as a shelver. We wish her the best of luck! We have selected Holly Ringsak to take her place, and she will start in February.

With the support of the Foundation for Bayport Public Library, we have purchased new staff and public computers. I am working on installation with Washington County IT, and very happy with the workstations that have been installed so far. We are now able to use a new and more efficient printer for our book labels, and soon will be able to take advantage of using the RFID (Radio Frequency Identification) system to check items in. We are also upgrading to a new cash management system that will work with our ILS (Integrated Library System) to better track money that we collect for printing and fees.

We worked with the Police Department to have security cameras installed at the entrances to the Library and outside the Library with a view of the Fifth Avenue businesses. The footage from the Library will only be used in case of an incident; as an institution that values privacy and free inquiry, we are not tracking who uses the Library or what they are checking out.

I am working on the annual report for State Library Services. Our annual circulation (the number of items checked out by patrons) was 64,264, a 4.7% increase from 2015's total, even though we were open 18 fewer hours in 2016. As most public libraries in the area are seeing a decline in circulation numbers, I was very pleased that our patrons are continuing to find items they want to check out on our shelves. I strive to purchase materials that our patrons want! I will have more numbers and insights to report next month.

February is my favorite month of the year – I Love to Read Month! Stop by the Library to check out a "Blind Date with a Book." We are also having a Heart Scavenger Hunt with an added letter/word game twist, and we will have a special Valentine's Day storytime. Thank you for your support of reading in Bayport!





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

Date: February 2, 2017

To: Mayor and City Council
Sara Taylor, Interim City Administrator

From: Matt Kline, Public Works Director

RE: **Public Works Department Update – February City Council Meeting**

The Public Works staff has been very welcoming and forthcoming with needed information in my transition to the newly created Public Works Director role. I would like to thank all staff for the warm welcome. I've been immersing myself in the growing list of projects and have worked closely with Mel on prioritizing all the work. I expect to be busy for a very long time.

Public Works staff has responded to multiple snow events throughout January. I was also able to partake in the snowplowing due to an employee coming down with an illness on my second day of work. Nothing like getting thrown into the fire of plowing in a city where I don't know the street names yet. It was a good learning experience and it's always fun getting into a plow truck occasionally.

I thought I would also provide a short synopsis of a few of the projects that are moving forward in the Public Works Department:

1. 2017 Street Project – This will be reviewed at the February 13 meeting.
2. Vehicle Replacement Plan – This will also be reviewed at the February 13 meeting and in more detail tentatively at the March City Council workshop.
3. City Street Lights – Xcel has been converting to LED street lights throughout the city. The cost savings to the city will be about \$900 per year. The switch to LED lights will also reduce light pollution and reduce our carbon footprint. More information will be featured on the city website and in an upcoming edition of the city newsletter.
4. MN 95 (3rd St./Minnesota St.) Mill and Overlay – Project slated for 2019 or 2020 will include the reconstruction of some of the sidewalks and the need to move fire hydrants and lights due to ADA Pedestrian Ramp Compliance requirements. Project is still in preliminary planning stages.
5. CSAH 21 (Stagecoach Trail) Mill and Overlay – Minor city impacts.
6. Goose Management Plan – DNR mandated plan that is required if the city wants to continue managing the goose population in the summer.



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

Date: February 2, 2017
To: Mayor and City Council
From: Sara Taylor, Interim City Administrator
Re: **Department Update – February City Council meeting**

PLANNING COMMISSION

The Planning Commission will convene this month to hold a public hearing on a variance application for 515 Lakeside Drive. The variance is required to permit a modification to the existing retaining wall on the property that is located within the 100 foot setback from the Ordinary High Water (OHW) mark. The modification to the wall was a result of the placement of additional fill that was required to elevate the new single-family dwelling above the regulatory flood protection elevation. Consultant Planner Dan Licht will present the application to both the Planning Commission and City Council on February 13.

CITY ADMINISTRATOR HIRING SEARCH

We will hopefully be concluding the hiring search lead by Consultant Richard Fursman within the next few weeks. Candidate Adam Bell has tentatively accepted the city's employment offer, subject to a background investigation and negotiation of terms within the employment contract. Formal action to authorize the hire by the City Council is scheduled for the February 13 meeting, with the start of employment to begin February 27.

POLICE OFFICER QUINN WILLMARTH NAMED "HERO OF THE YEAR"

It is with great excitement that I announce Quinn Willmarth has been named "Hero of the Year" by the Stillwater Chamber of Commerce as part of their Winter Gala Community Award Celebration. The awards are geared toward honoring people and organizations that make our community a great place to live, work, and thrive. Quinn was nominated by the city for this award for going above and beyond to assist a fellow Veteran suffering post-traumatic stress disorder and contemplating suicide. Due to Quinn's quick and thoughtful actions, the situation was resolved peacefully. Quinn was also recognized by the City Council for this same incident in October of 2016. The Chamber received over fifty nominations in seven categories for these awards. The selection process included a panel of multiple local cities and a point system. Congratulations Quinn!

UPCOMING MEETINGS AND EVENTS

Friday, February 10	5:30 p.m.	Stillwater Chamber Winter Gala
Monday, February 13	6:00 p.m.	Planning Commission meeting
	7:00 p.m.	City Council regular meeting
Saturday, February 17	7:30 p.m.	Fire Department fundraiser at Bayport Legion
Monday, February 27		Tentative start date for new City Administrator Adam Bell
Monday, March 6	4:30 p.m.	City Council quarterly workshop
	6:00 p.m.	City Council regular meeting