

**CITY OF BAYPORT  
CITY COUNCIL MEETING  
Council Chambers, 294 North 3<sup>rd</sup> Street  
September 9, 2019**

**REGULAR MEETING**

**6:00 P.M.**

**CALL TO ORDER**

**ROLL CALL (St. Ores, Buckley, Carlson, Dahl, Hanson)**

**APPROVAL OF AGENDA**

**PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS**

1. The August recycling award recipient is Stephen McNair at 550 8<sup>th</sup> Street North who will be awarded for his recycling efforts, with funding made possible with 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.

**CONSENT AGENDA**

Consider a resolution adopting items 1 through 12

**TAB #**

- |  |    |
|--|----|
| 1. August 5, 2019 City Council workshop meeting minutes  | 1  |
| 2. August 5, 2019 City Council regular meeting minutes   | 2  |
| 3. August payables and receipts (check numbers 011407-011503)  | 3  |
| 4. August building, plumbing and mechanical permits report   | 4  |
| 5. Donations for Safety Camp and Night to Unite  | 5  |
| 6. Special event application from Andersen Parent Group for Diggy's Dash Walkathon on October 11, 2019 at Barker's Alps Park                               | 6  |
| 7. Donation of park bench from Steven Schneckenberg in memory of Lucy Schneckenberg  | 7  |
| 8. Award of quote to complete a fire hydrant replacement project   | 8  |
| 9. Temporary liquor license from Afton-Bayport-Lakeland Lions Club for Derby Days on September 20-21, 2019   | 9  |
| 10. Special event application from Boy/Cub Scout Troop 113 for Pumpkin and Wreath Sales on September 28-November 23, 2019 at Village Green Park            | 10 |
| 11. Special event application from Rich Dippel for St. Croix Preparatory Academy invitational cross country meet at Barker's Alps Park on October 10, 2019 | 11 |
| 12. Award of quote to replace a culvert on 5 <sup>th</sup> Avenue South  | 12 |

**PUBLIC HEARINGS**

- |   |    |
|---|----|
| 1. Consider the vacation of a portion of 7 <sup>th</sup> Avenue North adjacent to Croixdale | 13 |
|---|----|

**UNFINISHED BUSINESS**

**NEW BUSINESS**

- |  |    |
|--|----|
| 1. Consider a drainage and utility easement for the vacated portion 7 <sup>th</sup> Avenue North   | 14 |
| 2. Update on the purchase of real property for a Land and Water Legacy project and execution of conservation easement consistent with the approved Washington County acquisition agreement | 15 |

**CITY OF BAYPORT  
CITY COUNCIL WORKSHOP MINUTES  
COUNCIL CHAMBERS  
AUGUST 5, 2019  
4:30 P.M.**

**CALL TO ORDER**

The workshop was called to order by Mayor St. Ores at 4:52 p.m.

**ROLL CALL**

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

Staff Present: City Administrator Adam Bell and Assistant City Administrator/Planner Sara Taylor

**BUSINESS**

**DISCUSS POTENTIAL AMENDMENTS TO THE CITY ORDINANCE REGULATING SIGNS**

Administrator Bell stated that the workshop was scheduled in response to requests by the City Council to review the city's sign regulations, primarily related to temporary signs. A variety of temporary sign examples were reviewed, including banner, feather flag, portable letterboard, yard, a-frame, directional, and tent signs, as well as advertising accessories such as balloons, pennants, streamers, and air dancers. It was acknowledged that signs can be a useful tool for businesses, churches, and other organizations to advertise and promote special events, sales, products, etc. However, it was also noted that signs can be an obstruction and/or a distraction for vehicles, pedestrians, and cyclists when placed on sidewalks and/or intersections. Signs can also be unappealing if used excessively, if they are not maintained appropriately, or posted for extended periods of time, in the case of temporary signs. The consensus of the City Council was to allow banners, yard, a-frame, and directional signs on a temporary basis. Discussion followed on allowing a-frame "sidewalk" signs by annual permit, with the expectation that the sign would be located in front of the property itself during business hours, and removed and stored out of public view after business hours on a daily basis. A secondary sign, such as a banner or yard sign could then be applied for in addition to the a-frame sign for special events/promotions on a limited basis, perhaps similar to the existing temporary sign ordinance, up to 35 days in a calendar year. Based on discussion at the workshop, staff was directed to work on a revised ordinance for review with the Planning Commission and City Council at an upcoming workshop.

**ADJOURNMENT**

It was moved by Councilmember Buckley and seconded by Councilmember Dahl to adjourn the workshop at 6:56 p.m.

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS  
August 5, 2019  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of August 5, 2019, to order at 6:00 p.m., and asked councilmembers, staff, and the audience to join in pledging allegiance to the American Flag.

**ROLL CALL**

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

Staff Present: City Administrator Adam Bell, Assistant Administrator/Planner Sara Taylor, Fire Chief Allen Eisinger, Police Chief Laura Eastman, Public Works Director Matt Kline, City Engineer John Parotti, and City Attorney Andy Pratt

**APPROVAL OF AGENDA**

It was moved by Councilmember Carlson and seconded by Councilmember Buckley to approve the August 5, 2019 City Council agenda. Motion carried 5-0.

**PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS**

1. The July recycling award recipient is Mary Hanf, 340 4<sup>th</sup> Street South. She will be awarded for her recycling efforts, with funding made possible with a grant from Washington County.
2. Mayor St. Ores proclaimed Tuesday, August 6, 2019, as Night to Unite in Bayport. All residents were encouraged to attend the event at Lakeside Park from 5:00-8:00 p.m.

**OPEN FORUM**

1. Romack Franklin, Republic Services, thanked the City Council for the partnership as the city's trash and recycling provider and he indicated that any complaints or concerns about residential waste services could be directed to him for resolution.

**CONSENT AGENDA**

Mayor St. Ores read items 1-9 on the consent agenda.

Councilmember Hanson introduced the following resolution and moved its adoption:

**Resolution 19-22  
RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-9 FROM THE  
AUGUST 5, 2019 CITY COUNCIL AGENDA**

1. July 8, 2019 City Council regular meeting minutes
2. July 29, 2019 City Council workshop meeting minutes
3. July payables and receipts (check numbers 011278-011406)
4. July building, plumbing and mechanical permits report
5. Donation of a park bench from Bayport Community Action league in memory of Kathy Conley
6. Donation of \$25,000 from Fire Relief Association to the Fire Department for fire rescue boat purchase

7. Joint Powers Agreement with Washington County Sherriff's Office to share law enforcement data created, stored and utilized in the Central Square (TriTech) Software Systems records management system
8. Abatement of property taxes related to the assessment of 2018 delinquent waste charges at 171/173 1<sup>st</sup> Avenue North (*Resolution 19-22A*)
9. Designation of property lines for 775 3<sup>rd</sup> Avenue North

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

Susan St. Ores - aye	John Dahl - abstained	Connie Carlson- aye
John Buckley- aye	Michele Hanson -aye	

## **PUBLIC HEARINGS**

## **UNFINISHED BUSINESS**

### **NEW BUSINESS**

1. Consider a concept design for Phase I playground replacement at Lakeside Park: Administrator Bell discussed plans to replace the large wooden playground structure at Lakeside Park using project funds designated in the Capital Improvement Plan (CIP). After 40 years, the playground is visibly decaying and needs to be replaced to avoid potential liability. Staff has met with Christopher Johnsen, St. Croix Recreation, to discuss a concept design to replace the wooden structure. Staff believes a phased approach is the best option, both from a budget and impact standpoint. Phase I would include removal of the existing wooden equipment and installation of a new main platform play structure this fall, as well as two tire swings and spinner. Phase II would likely involve a public open house for input on accessory play structures to surround the main platform, with installation planned for spring 2020. One of St. Croix Recreation's preferred suppliers can accommodate a fall installation. The goal is to place the order for Phase I components in August, with installation in October, after park reservations cease and facilities are winterized for the season. For the past several years, the CIP has included between \$90,000 - \$175,000 specifically earmarked for replacement of the wooden playground structure. As proposed, the 2020 CIP includes an additional \$50,000 for the Phase II equipment purchase. The Park Dedication and Recreational Capital Equipment Funds have a combined balance of approximately \$500,000. Together, the CIP and special funds have adequate resources to facilitate the Phase I equipment purchase and installation this year, which is estimated at \$118,550.19, as well as additional funds for Phase II. Staff recommends the City Council adopt a motion approving the concept design, equipment purchase, and installation for Phase I playground replacement at Lakeside Park. Both Councilmembers Dahl and Hanson asked if it would be an appropriate and cost effective time to consider replacing the existing 8,000 square foot wood chip bed of the playground pad with a rubberized surface during Phase I installation. Chris Johnsen estimated a rubberized surface would cost about \$22.00/square foot and recommended against such an expense. Mayor St. Ores expressed concern with the empty appearance of the playground during a phased approach for installation. Administrator Bell indicated the phased approach was necessary for inclusion of a rope climber component sourced from Germany. Delivery of this very specialized and novel playground component could not occur until spring, and it should not be much of an issue during winter. The phased approach would also allow time for an open house to gather public input on the project. Mayor St. Ores asked that a handout showing both existing and proposed playground equipment at Lakeside Park be added to the city website.

It was moved by Councilmember Dahl and seconded by Councilmember Buckley to approve the concept design, equipment purchase, and installation for Phase I playground replacement at Lakeside Park, including the second tire swing, and upon roll call being taken thereon, the following vote via voice:

Susan St Ores - aye  
John Buckley- aye

John Dahl - aye  
Michele Hanson -aye

Connie Carlson- aye

2. Consider a resolution approving an application submitted by Bruce Lenzen Design Build for variances from the 100 foot ordinary high water elevation setback, 40 foot bluffline setback, and 20 foot street property line setback to construct a new single-family home at 333 Lake Street South:

Planner Taylor presented details of the application. The property is zoned R-2 single family urban and is located within the Lower St. Croix River Shoreland, Bluffland, and Floodplain Management areas. The existing house is considered legally non-conforming because it does not meet the regulatory flood protection elevation of 693 feet, the 100 foot setback from the ordinary high water mark, or the 40 foot setback from the bluffline required by city ordinance. Applicant Bruce Lenzen has been working with the property owners on a proposed plan to demolish the existing house and garage and elevate the property with fill to create a building pad for a new house and attached garage to comply with the minimum floodplain elevation requirements. The proposed house and garage will still require variances, but considerable efforts have been made to reduce the encroachment toward the riverway, impervious surface coverage, and stormwater runoff. This would bring the property closer to compliance with city code when compared to existing conditions and is a positive improvement. Planner Taylor explained that the applicant is requesting three variances:

- 1) 91.8 foot setback from the OHW (100 feet is required)
- 2) 22.7 foot setback from the bluff line (40 feet is required)
- 3) 18.4 foot average setback from the street (20 feet is required)

State statute dictates that a variance shall only be permitted when in harmony with the general purposes and intent of the ordinance, consistent with the comprehensive plan, and practical difficulties prevent compliance with the zoning ordinance. In this specific case, staff feels the intent is to use the property in a reasonable manner not permitted by the ordinance, while also reducing the impervious lot coverage and improving storm water drainage and infiltration. Secondly, the configuration of the lot and angled street property line pose challenges to comply with setback requirements. The variance will not alter the essential character of the neighborhood because the improvements are consistent with other properties in the surrounding vicinity that have elevated structures on fill to comply with the regulatory flood protection elevation. The Planning Commission held a public hearing on this application on July 22, 2019. Following discussion, they voted to approve the variances, subject to the findings of fact and conditions of approval recommended by staff. For these reasons, staff is recommending approval of the application, with the conditions listed in the staff report.

Councilmember Buckley introduced the following resolution and moved its adoption:

**Resolution 19-23**

**A RESOLUTION APPROVING VARIANCES FROM THE 100 FOOT  
ORDINARY HIGH WATER MARK ELEVATION SETBACK, 40 FOOT BLUFFLINE  
SETBACK, AND 20 FOOT STREET PROPERTY LINE SETBACK TO CONSTRUCT A NEW  
SINGLE-FAMILY HOME AT 333 LAKE STREET, AS DESCRIBED ON THE ATTACHED  
LEGAL DESCRIPTION, 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  
John Dahl – aye

Michele Hanson – aye

3. Consider an amendment to Appendix B-Zoning of the Bayport City Code of Ordinances, Section 402, related to the regulation of non-conforming buildings, uses, and structures and a summary ordinance for publication: Administrator Bell presented details of a proposed amendment to Appendix B – Zoning of the Bayport City Code of Ordinances Section 402, related to the regulation of nonconforming buildings, uses, and structures. He explained a recent building permit application to replace a non-conforming garage highlighted non-compliance with current state statutes. Staff worked with Attorney Pratt to alter the ordinance language. The requirement of a conditional use permit has been removed from the ordinance to align with state requirements. In addition, the determination of destruction would now be based on the change in property value via county assessor or insurance adjuster versus the existing requirement of the city's Building Official assessing the extent of destruction. The Planning Commission recommended approval of the amendment at the July 22 meeting.

Councilmember Dahl introduced the following ordinance and moved its adoption:

**Ordinance 873**

**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  
John Buckley – aye

Connie Carlson – aye  
John Dahl – aye

Michele Hanson – aye

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

**Ordinance 873S**

**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 Carlson and upon roll call being taken, the following voted via voice:

Susan St. Ores- aye  
John Buckley – aye

Connie Carlson – aye  
John Dahl – aye

Michele Hanson – aye

**CITY COUNCIL LIAISON REPORTS**

Councilmember Carlson expressed sympathy to the family of Renee Tolonen, a past library director for the city. The Library Board will next meet on September 20 at 6:00 p.m.

**STAFF/CITY ADMINISTRATOR REPORTS**

Fire Chief Eisinger reported the July month-to-date call volume was 102. The 2019 year-to-date is 727, compared to 745 in 2018. Monthly drills included an EMR/EMT quarterly module, water movement, and rural water operations with mutual aid. The department had a busy month with 4<sup>th</sup> of July fireworks, Lumberjack Days parade, Corrections Officer Gomm memorial, escort for the Wall That Heals memorial, Washington County Dispatch Fire Improvement Team and the Washington County

Fair. Chief reported that the new fireboat was used on an emergency call this month with a response time of approximately 8 minutes.

Police Chief Eastman and officers participated in use of force training this month. Officers attended the July 18 memorial service of Corrections Officer Joe Gomm and escorted the Wall that Heals memorial on July 23. The department has Safety Camp August 5- 6 and Night to Unite community event on August 6. Chief Eastman also announced that longtime K-9 Keylo had passed away and expressed gratitude for everyone's kindness and understanding as the department mourns the loss.

Public Works Director Kline reported that he continues to work with MnDOT on the final plans for the Highway 95 road project. Xcel Energy has relocated their gas mains and for the 2<sup>nd</sup> Avenue North Drainage Improvement Project and the construction of the storm drainage system and infiltration basins will begin the first week of August. The project should be completed in 2-3 weeks with minimal disruption to the neighborhood. The city has hired a contractor to paint water hydrants in both the downtown area and Inspiration. In total, 113 hydrants will be cleaned, primed, and painted. Public Works will be leading a wellhead protection plan to provide new information about the water system, city growth, and new requirements within the plan.

Planner Taylor indicated that McCardle's was selected as the new service provider for the City's cleaning contract, with service to begin August 15. SEH has completed the Phase I Environmental Site Assessment for the Land and Water Legacy project (LWLP) with no recognized environmental conditions. The archeological study will be complete within the next two weeks. Councilmember Dahl requested a City Council site visit of LWLP property at the conclusion of the due diligence period.

Administrator Bell reported that the City Council held a budget workshop on July 29 to review the draft 2020 General Fund, Water/Sewer Fund, and the Library Fund budgets. City staff continues to work on the 2020-2024 Capital Improvement Plan (CIP). A request for proposals (RFP) for solid waste, yard waste, and recycling hauling was released to the public on July 25. The city is required to recertify all railroad crossing partial quiet zones every few years. Without advanced notice from the Federal Railroad Administration, partial quiet zone recertification was recently requested. The last certification was completed in 2008. Staff is working with SEH to conduct a traffic study on all the crossings for daily traffic counts for each intersection. The traffic data must be included with the recertification paperwork. Staff is also working with Union Pacific to evaluate the pedestrian crossing at the Lakeside Park parking lot, which was brought to the city's attention during the recent inspection. This crossing was not part of the original quiet zone. Until the crossings are recertified, the partial quiet zone is suspended. Staff understands the impact this has on residents and is working to expedite a resolution.

After meeting with the U.S. Census Bureau to discuss supporting the 2020 Census, Administrator Bell is proposing to create a Complete Count Committee staffed by residents to promote the Census. The Census Bureau would complete the necessary training with little demand on staff or officials. Residents can contact City Hall if they are interested in participating or being hired to help with the Census. Administrator Bell also announced that there is a new City of Bayport Facebook page.

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

Mayor St. Ores recognized the BCAL and their donation of a bench to honor Kathy Conley. She also thanked the fire relief association for their donation to help offset the cost of the new fire boat and commended the Public Works department on maintaining the beautiful hanging flowers downtown.

**ADJOURNMENT**

It was moved by Councilmember Hanson and seconded by Councilmember Buckley to adjourn the meeting at 7:32 p.m. Motion carried 5-0.

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City Administrator/Clerk

# CITY OF BAYPORT

## \*Budget Control Summary

Current Period: AUGUST 2019

Account Descr	2019 Cumulative Budget	2019 Cumulative Actuals	2019 Cumulative Variance	2019 % Variance
<b>FUND 101 GENERAL</b>				
Revenue Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$2,089,107.00	\$519,642.95	\$1,569,464.05	75.13%
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41240 RECYCLING	\$6,500.00	\$6,784.00	-\$284.00	-4.37%
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	\$175,500.00	\$70,677.53	\$104,822.47	59.73%
DEPT 41940 MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42000 PUBLIC SAFE CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42100 POLICE	\$94,900.00	\$34,400.90	\$60,499.10	63.75%
DEPT 42200 FIRE PROTECTION	\$495,558.00	\$310,922.06	\$184,635.94	37.26%
DEPT 42201 FIRE STATION	\$0.00	-\$100.00	\$100.00	0.00%
DEPT 43100 STREET MAINT	\$7,000.00	\$6,035.00	\$965.00	13.79%
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	\$29,102.14	\$5,047.86	14.78%
DEPT 43201 PERRO PARK PROJECT/PLAN	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43300 CEMETERY	\$0.00	\$3,150.00	-\$3,150.00	0.00%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 80066 STILLWATER SCHOOLS ESCR	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Revenue Accounts</b>	<b>\$2,902,715.00</b>	<b>\$980,614.58</b>	<b>\$1,922,100.42</b>	<b>66.22%</b>
Expenditure Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41100 ELECTIONS	\$1,580.00	\$888.75	\$691.25	43.75%
DEPT 41200 MAYOR & COUNCIL	\$189,145.00	\$162,414.27	\$26,730.73	14.13%
DEPT 41240 RECYCLING	\$6,524.00	\$4,306.10	\$2,217.90	34.00%
DEPT 41400 ADMINISTRATION	\$172,251.00	\$137,110.85	\$35,140.15	20.40%
DEPT 41601 ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$254,242.00	\$169,435.31	\$84,806.69	33.36%
DEPT 41940 MUNICIPAL BUILDINGS	\$50,865.00	\$86,703.09	-\$35,838.09	-70.46%
DEPT 42100 POLICE	\$901,130.00	\$562,976.19	\$338,153.81	37.53%
DEPT 42200 FIRE PROTECTION	\$553,302.00	\$674,849.20	-\$121,547.20	-21.97%
DEPT 42201 FIRE STATION	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 STREET MAINT	\$361,876.00	\$644,991.51	-\$283,115.51	-78.24%
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	\$0.00	\$0.00	0.00%
DEPT 43145 2017 STREET IMPROVEMENT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43160 STREET LIGHTING	\$0.00	\$210.06	-\$210.06	0.00%
DEPT 43200 PARKS	\$29,750.00	\$21,104.07	\$8,645.93	29.06%
DEPT 43300 CEMETERY	\$125,310.00	\$74,308.26	\$51,001.74	40.70%
DEPT 44100 PROJECT	\$7,775.00	\$62.36	\$7,712.64	99.20%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Expenditure Accounts</b>	<b>\$2,653,750.00</b>	<b>\$2,539,360.02</b>	<b>-\$114,389.98</b>	<b>4.31%</b>

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# CITY OF BAYPORT

## \*Fund Summary - Budget to Actual©

AUGUST 2019

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	2019 YTD Budget	AUGUST MTD Amount	2019 YTD Amount	2019 YTD Balance	2019 % YTD Budget
<b>FUND 101 GENERAL</b>					
Revenue	\$2,902,715.00	\$29,631.19	\$980,614.58		
Expenditure	\$2,653,750.00	\$181,745.49	\$2,539,360.02	\$1,922,100.42	33.78%
		-\$152,114.30	-\$1,558,745.44	\$114,389.98	95.69%
<b>FUND 102 STREET RECONSTRUCTION</b>					
Revenue	\$0.00	\$0.00	\$0.00		
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 103 G O TIF BD FUND 1990 CAP PROJ</b>					
Revenue	\$0.00	\$0.00	\$0.00		
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 106 TIF ECON DEV DIST 2</b>					
Revenue	\$0.00	\$0.00	\$0.00		
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 107 TIF REDEVELOPMENT DISTRICT 2-1</b>					
Revenue	\$0.00	\$0.00	\$42,747.76		
Expenditure	\$0.00	\$0.00	\$38,472.99	-\$42,747.76	0.00%
		\$0.00	\$4,274.77	-\$38,472.99	0.00%
<b>FUND 200 FIRE EQUIPMENT REPLACEMENT FUN</b>					
Revenue	\$0.00	\$0.00	\$0.00		
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 201 D.A.R.E.</b>					
Expenditure	\$0.00	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 202 DRUG FORFEITURE</b>					
Revenue	\$0.00	\$500.00	\$4,462.50		
Expenditure	\$0.00	-\$150.00	-\$633.47	-\$4,462.50	0.00%
		\$650.00	\$5,095.97	\$633.47	0.00%
<b>FUND 203 PUBLIC WORKS EQUIPMENT REPL</b>					
Revenue	\$0.00	\$0.00	\$0.00		
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 204 RECREATION CAP EQUIP &amp; MAINT</b>					
Revenue	\$0.00	\$0.00	\$0.00		
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 205 TAX STABILIZATION FUND</b>					
Revenue	\$0.00	\$0.00	\$0.00		
		\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

\*Fund Summary -  
Budget to Actual©

AUGUST 2019

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	2019 YTD Budget	AUGUST MTD Amount	2019 YTD Amount	2019 YTD Balance	2019 % YTD Budget
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 207 PARK IMPROVEMENT FUND</b>					
Revenue	\$0.00	\$1,500.00	\$16,000.00	-\$16,000.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 208 PRISON SEWER PROJECT</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 209 DEVELOPER REIMBURSED PROJECTS</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 210 K-9 UNIT</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 211 LIBRARY</b>					
Revenue	\$315,800.00	\$80,446.58	\$224,205.52	\$91,594.48	71.00%
Expenditure	\$315,800.00	\$20,924.54	\$214,984.65	\$100,815.35	68.08%
<b>FUND 300 ANDERSEN WINDOWS EQUIP GRANT</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 303 GO TIF BOND 1990 DEBT SERVICE</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$12.68	-\$12.68	0.00%
<b>FUND 306 DEBT GO BOND 2015A \$2,025,000</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 311 GO IMPROV BONDS OF 1992 DEBT S</b>					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

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\*Fund Summary -  
Budget to Actual©

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AUGUST 2019

	2019 YTD Budget	AUGUST MTD Amount	2019 YTD Amount	2019 YTD Balance	2019 % YTD Budget
<b>FUND 400 NEW FIRE STATION</b>					
Revenue	\$0.00	\$0.00	\$95,690.15		
Expenditure	\$0.00	\$0.00	\$170,612.50	-\$95,690.15	0.00%
		\$0.00	-\$74,922.35	-\$170,612.50	0.00%
<b>FUND 412 CEMETERY CAPITAL IMPROV</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 413 POLICE EQUIPMENT FUND</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 414 OFFICE AUTOMATION</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 415 MUNICIPAL BLDGS MAINT</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 416 PERRO CREEK OUTLET</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 601 WATER</b>					
Revenue	\$391,750.00	\$6,446.24	\$46,362.79	\$345,387.21	11.83%
Expenditure	\$515,274.00	\$24,161.85	\$299,505.34	\$215,768.66	58.13%
		-\$17,715.61	-\$253,142.55		
<b>FUND 602 SEWER</b>					
Revenue	\$678,000.00	\$2,400.00	\$11,972.71	\$666,027.29	1.77%
Expenditure	\$311,926.00	\$62,235.68	\$572,825.98	-\$260,899.98	183.64%
		-\$59,835.68	-\$560,853.27		
<b>FUND 700 BAYTOWN SURCHARGE</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 800 INVESTMENTS-POOLED</b>					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>FUND 803 P &amp; Z ESCROWS</b>					
Revenue	\$0.00	-\$5,500.00	\$1,500.00	-\$1,500.00	0.00%
Expenditure	\$0.00	\$2,708.72	\$27,535.59	-\$27,535.59	0.00%

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**\*Fund Summary -  
Budget to Actual©**

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AUGUST 2019

	2019 YTD Budget	AUGUST MTD Amount	2019 YTD Amount	2019 YTD Balance	2019 % YTD Budget
<b>FUND 851 NON EXP TRUST</b>		-8,208.72	-26,035.59		
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
<b>Report Total</b>		-\$176,202.27	-\$2,439,120.27		

# CITY OF BAYPORT REVENUE SUMMARY YTD THRU 08/31/2019

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FUND	FUND Descr	2019 Budget	2019 YTD Amt	2019 % of Budget	2019 % of Budget Remain
FUND 101	GENERAL	\$2,902,715.00	\$980,614.58	33.78%	66.22%
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	\$42,747.76	0.00%	0.00%
FUND 200	FIRE EQUIPMENT REPLACEMENT	\$0.00	\$0.00	0.00%	0.00%
FUND 202	DRUG FORFEITURE	\$0.00	\$4,462.50	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	\$0.00	0.00%	0.00%
FUND 208	PRISON SEWER PROJECT	\$0.00	\$16,000.00	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	\$0.00	\$0.00	0.00%	0.00%
FUND 300	ANDERSEN WINDOWS EQUIP GR	\$315,800.00	\$224,205.52	71.00%	29.00%
FUND 303	GO TIF BOND 1990 DEBT SERVIC	\$0.00	\$0.00	0.00%	0.00%
FUND 306	DEBT GO BOND 2015A \$2,025,00	\$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	\$95,690.15	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	\$0.00	\$0.00	0.00%	0.00%
FUND 602	SEWER	\$391,750.00	\$46,362.79	11.83%	88.17%
FUND 700	BAYTOWN SURCHARGE	\$678,000.00	\$11,972.71	1.77%	98.23%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
FUND 803	P & Z ESCROWS	\$0.00	\$0.00	0.00%	0.00%
FUND 851	NON EXP TRUST	\$0.00	\$1,500.00	0.00%	0.00%
		\$0.00	\$0.00	0.00%	0.00%
		\$4,288,265.00	\$1,423,556.01	33.20%	66.80%

# CITY OF BAYPORT MONTHLY RECEIPTS

FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 101 GENERAL					
101	08/22/19	\$50.00	9394	LIQUOR - TEMP (PER DAY) CK 7118 8/22/	R 101-00000-32100 BUSINES
101	08/26/19	\$1,158.24	9390	GAMBLING PROCEEDS CK # 2811	R 101-00000-32204 GAMBLIN
101	08/19/19	\$56.01	9368	USER FEES (COPIES,MISC) CK # 3000197	R 101-00000-34105 USER FEE
101	08/26/19	\$30.00	9400	ASSESSMENT SEARCH CK # 9275	R 101-00000-34105 USER FEE
101	08/31/19	\$3,569.57	17148	AUG 2019 RENT/DOC	R 101-00000-36220 RENTAL I
101	07/31/19	\$2,485.00	9313	SAC CK 00014521 7/30/19	G 101-20102 S A C CHARGES
101	08/13/19	\$2,485.00	9357	SAC CK 00014717 8/13/19	G 101-20102 S A C CHARGES
101	08/13/19	\$2,485.00	9358	SAC CK 00014718 8/13/19	G 101-20102 S A C CHARGES
101	08/12/19	\$1.00	9292	BUILDING SURCHARGE CK 0002010493 8	G 101-20104 STATE SURCHA
101	07/31/19	\$167.06	9313	BUILDING SURCHARGE CK 00014521 7/3	G 101-20104 STATE SURCHA
101	07/31/19	\$1.00	9313	MECHANICAL SURCHARGE - RESIDENTIAL	G 101-20104 STATE SURCHA
101	08/19/19	\$1.00	9313	PLUMBING SURCHARGE - RESIDENTIAL C	G 101-20104 STATE SURCHA
101	08/01/19	\$1.00	9325	BUILDING SURCHARGE CK 24950 8/19/19	G 101-20104 STATE SURCHA
101	08/08/19	\$12.50	9327	BUILDING SURCHARGE CK 9354 Zueli 8/1	G 101-20104 STATE SURCHA
101	08/13/19	\$1.00	9341	BUILDING SURCHARGE Cash \$105.00	G 101-20104 STATE SURCHA
101	08/13/19	\$9.50	9353	BUILDING SURCHARGE CK 21176 8/13/1	G 101-20104 STATE SURCHA
101	08/13/19	\$1.00	9355	BUILDING SURCHARGE CK 15694 8/13/1	G 101-20104 STATE SURCHA
101	08/13/19	\$1.00	9357	BUILDING SURCHARGE CK 00014717 8/1	G 101-20104 STATE SURCHA
101	08/13/19	\$145.00	9357	BUILDING SURCHARGE CK 00014717 8/1	G 101-20104 STATE SURCHA
101	08/13/19	\$1.00	9357	BUILDING SURCHARGE CK 00014717 8/1	G 101-20104 STATE SURCHA
101	08/13/19	\$1.00	9358	BUILDING SURCHARGE CK 00014718 8/1	G 101-20104 STATE SURCHA
101	08/13/19	\$1.00	9358	BUILDING SURCHARGE CK 00014718 8/1	G 101-20104 STATE SURCHA
101	08/13/19	\$145.00	9358	BUILDING SURCHARGE CK 00014718 8/13	G 101-20104 STATE SURCHA
101	08/14/19	\$22.50	9359	BUILDING SURCHARGE CK 3210 8/13/19	G 101-20104 STATE SURCHA
101	08/14/19	\$7.00	9362	BUILDING SURCHARGE Ck 13094 8/14/19	G 101-20104 STATE SURCHA
101	08/19/19	\$1.00	9363	BUILDING SURCHARGE CK5959 8/14/19	G 101-20104 STATE SURCHA
101	08/21/19	\$1.00	9367	BUILDING SURCHARGE CK 24108 8/19/19	G 101-20104 STATE SURCHA
101	08/22/19	\$1.00	9386	BUILDING SURCHARGE CK 11137 8/21/19	G 101-20104 STATE SURCHA
101	08/22/19	\$87.50	9387	BUILDING SURCHARGE CK # 002168 8/22	G 101-20104 STATE SURCHA
101	08/26/19	\$4.40	9395	BUILDING SURCHARGE Ck3947 8/22/19	G 101-20104 STATE SURCHA
101	08/26/19	\$1.00	9397	BUILDING SURCHARGE Ck # 14722 8/25/	G 101-20104 STATE SURCHA
101	08/26/19	\$2.50	9403	BUILDING SURCHARGE CK # 2418 8/26/1	G 101-20104 STATE SURCHA
101	08/26/19	\$20.00	9404	BUILDING SURCHARGE CK 2056 8/26/19	G 101-20104 STATE SURCHA
101	08/13/19	\$6.00	9409	BUILDING SURCHARGE CK 3161 8/26/19	G 101-20104 STATE SURCHA
101	08/14/19	\$6.75	9298	State Sales Tax CASH Grabczyk 8/13/19	G 101-20603 SALES TAX PAYA
101	08/19/19	\$7.13	9303	State Sales Tax CK 3071 8/14/19 Hennins	G 101-20603 SALES TAX PAYA
101	07/31/19	\$14.96	9306	State Sales Tax CK 2885060 Healthpartner	G 101-20603 SALES TAX PAYA
101	07/31/19	\$1.66	9314	State Sales Tax Ck 7530 7/31/19	G 101-20603 SALES TAX PAYA
101	07/31/19	\$6.06	9317	State Sales Tax CK 5226 7/31/19 Monjeau	G 101-20603 SALES TAX PAYA
101	08/01/19	\$7.13	9322	State Sales Tax CK 1040 Hytinen 7/31/19	G 101-20603 SALES TAX PAYA
101	08/19/19	\$3.33	9324	State Sales Tax CK 1018 8/1/19 Martens	G 101-20603 SALES TAX PAYA
101	08/07/19	\$2.49	9328	State Sales Tax CASH westlund 8/19/19	G 101-20603 SALES TAX PAYA
101	08/06/19	\$5.34	9330	State Sales Tax CK 17920 8/6/19	G 101-20603 SALES TAX PAYA
101	08/06/19	\$7.13	9331	State Sales Tax CK 10458 8/6/19	G 101-20603 SALES TAX PAYA
101	08/07/19	\$2.49	9331	State Sales Tax CK 10458 8/6/19	G 101-20603 SALES TAX PAYA
101	08/12/19	\$2.49	9333	State Sales Tax Cash 37.49 8/6/19	G 101-20603 SALES TAX PAYA
101	08/12/19	\$16.03	9342	State Sales Tax CK 166 8/12/19	G 101-20603 SALES TAX PAYA
101	08/12/19	\$6.06	9343	State Sales Tax CK9583 8/12/19	G 101-20603 SALES TAX PAYA
101	08/12/19	\$2.49	9346	State Sales Tax CASH Horak 8/12/19	G 101-20603 SALES TAX PAYA
101	08/12/19	\$6.06	9348	State Sales Tax Ck 6002 8/12/19	G 101-20603 SALES TAX PAYA
101	08/12/19	\$12.47	9348	State Sales Tax CK 6002 8/12/19	G 101-20603 SALES TAX PAYA
101	08/13/19	\$6.06	9352	State Sales Tax Cash 91.06 8/12/19	G 101-20603 SALES TAX PAYA

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

Period Name: AUGUST

FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	08/13/19	\$5.34	9352	State Sales Tax CK# 10134279 8/12/19	G 101-20603 SALES TAX PAYA
101	08/13/19	\$2.49	9356	State Sales Tax CK3328 8/13/19	G 101-20603 SALES TAX PAYA
101	08/08/19	\$3.56	9360	State Sales Tax Ck 53.56 8/8/19	G 101-20603 SALES TAX PAYA
101	08/13/19	\$3.56	9361	State Sales Tax CK 1795 8/14/19 8/14/19	G 101-20603 SALES TAX PAYA
101	08/19/19	\$3.99	9368	State Sales Tax CK # 3000197764	G 101-20603 SALES TAX PAYA
101	08/19/19	\$2.49	9373	State Sales Tax CASH 8/19/19 goulette	G 101-20603 SALES TAX PAYA
101	08/19/19	\$0.66	9378	State Sales Tax CK # 3494	G 101-20603 SALES TAX PAYA
101	08/19/19	\$0.67	9378	State Sales Tax CK # 2015	G 101-20603 SALES TAX PAYA
101	08/20/19	\$2.49	9379	State Sales Tax Ck 102597 8/20/19	G 101-20603 SALES TAX PAYA
101	08/20/19	\$2.49	9379	State Sales Tax Ck 1025971 8/20/19	G 101-20603 SALES TAX PAYA
101	08/19/19	\$11.17	9380	State Sales Tax CASH	G 101-20603 SALES TAX PAYA
101	08/22/19	\$2.50	9396	State Sales Tax CASH 37.49 8/22/19	G 101-20603 SALES TAX PAYA
101	08/26/19	\$5.34	9399	State Sales Tax CK 7515 8/26/2019	G 101-20603 SALES TAX PAYA
101	08/26/19	\$1.78	9399	State Sales Tax CK 7516 8/262019	G 101-20603 SALES TAX PAYA
101	08/05/19	\$95.14	9312	HEALTH PARTNERS CK # 210059	G 101-27109 HEALTH PARTNE
101	08/26/19	\$50.00	9397	CONTRACT SERVICES CK # 14722 - 8/25/	E 101-41200-302 CONTRACT
101	07/31/19	\$50.00	9316	CONTRACTOR LICENSE - SPECIALTY CK 1	R 101-41910-32100 BUSINES
101	08/19/19	\$50.00	9370	CONTRACTOR LICENSE - SPECIALTY Asph	R 101-41910-32100 BUSINES
101	08/21/19	\$50.00	9386	CONTRACTOR LICENSE - SPECIALTY CK 1	R 101-41910-32100 BUSINES
101	07/31/19	\$25.00	9320	FENCE PERMIT Cash 25.00 7/31/19	R 101-41910-32200 NONBUSI
101	08/08/19	\$25.00	9334	FENCE PERMIT CK #9359 8/7/19	R 101-41910-32200 NONBUSI
101	08/13/19	\$25.00	9353	FENCE PERMIT Cash \$25.00 8/12/19	R 101-41910-32200 NONBUSI
101	08/19/19	\$50.00	9371	DRIVEWAY PERMIT Asphalt Driveway CK5	R 101-41910-32200 NONBUSI
101	08/19/19	\$50.00	9371	DRIVEWAY PERMIT Asphalt Driveway CK5	R 101-41910-32200 NONBUSI
101	08/20/19	\$50.00	9382	DRIVEWAY PERMIT Cash \$50.00 8/20/19	R 101-41910-32200 NONBUSI
101	08/26/19	\$15.00	9401	SPECIAL EVENT APP - NONPROFIT/PUBLI	R 101-41910-32200 NONBUSI
101	08/26/19	\$25.00	9402	DUMPSTER/BULK CONTAINER CK # 3937	R 101-41910-32200 NONBUSI
101	08/12/19	\$79.00	9292	BUILDING PERMIT CK 0002010493 8/12/	R 101-41910-32210 BUILDIN
101	08/12/19	\$5.00	9292	BUILDING LICENSE LOOKUP CK 00020104	R 101-41910-32210 BUILDIN
101	07/31/19	\$2,466.75	9313	BUILDING PERMIT CK 00014521 7/30/19	R 101-41910-32210 BUILDIN
101	07/31/19	\$200.47	9313	SEDIMENT & EROSION CONTROL CK 000	R 101-41910-32210 BUILDIN
101	07/31/19	\$5.00	9313	BUILDING LICENSE LOOKUP CK 00014521	R 101-41910-32210 BUILDIN
101	07/31/19	\$5.00	9313	BUILDING LICENSE LOOKUP CK 00014521	R 101-41910-32210 BUILDIN
101	07/31/19	\$1,603.39	9313	PLAN REVIEW CK 00014521 7/30/19	R 101-41910-32210 BUILDIN
101	07/31/19	\$60.00	9313	SITE INSPECTION (BLG) CK 00014521 7/3	R 101-41910-32210 BUILDIN
101	07/31/19	\$5.00	9313	BUILDING LICENSE LOOKUP CK 00014521	R 101-41910-32210 BUILDIN
101	08/19/19	\$79.00	9325	BUILDING PERMIT CK 24950 8/19/19 Sch	R 101-41910-32210 BUILDIN
101	08/19/19	\$5.00	9325	BUILDING LICENSE LOOKUP CK 24950 8/	R 101-41910-32210 BUILDIN
101	08/01/19	\$50.00	9327	SEDIMENT & EROSION CONTROL CK 935	R 101-41910-32210 BUILDIN
101	08/01/19	\$413.00	9327	BUILDING PERMIT CK 9354 Zueli 8/1/19	R 101-41910-32210 BUILDIN
101	08/01/19	\$60.00	9327	SITE INSPECTION (BLG) CK 9354 Zueli 8/	R 101-41910-32210 BUILDIN
101	08/01/19	\$268.45	9327	PLAN REVIEW CK 9354 Zueli 8/1/19	R 101-41910-32210 BUILDIN
101	08/08/19	\$99.00	9341	BUILDING PERMIT Cash \$105.00	R 101-41910-32210 BUILDIN
101	08/08/19	\$5.00	9341	BUILDING LICENSE LOOKUP Cash \$105.0	R 101-41910-32210 BUILDIN
101	08/13/19	\$5.00	9353	BUILDING LICENSE LOOKUP CK 21176 8/	R 101-41910-32210 BUILDIN
101	08/13/19	\$50.00	9353	SEDIMENT & EROSION CONTROL CK 211	R 101-41910-32210 BUILDIN
101	08/13/19	\$60.00	9353	SITE INSPECTION (BLG) CK 21176 8/13/	R 101-41910-32210 BUILDIN
101	08/13/19	\$210.93	9353	PLAN REVIEW CK 21176 8/13/19	R 101-41910-32210 BUILDIN
101	08/13/19	\$324.50	9353	BUILDING PERMIT CK 21176 8/13/19	R 101-41910-32210 BUILDIN
101	08/13/19	\$5.00	9355	BUILDING LICENSE LOOKUP CK 15694 8/	R 101-41910-32210 BUILDIN
101	08/13/19	\$79.00	9355	BUILDING PERMIT CK 15694 8/13/19	R 101-41910-32210 BUILDIN
101	08/13/19	\$60.00	9357	SITE INSPECTION (BLG) CK 00014717 8/1	R 101-41910-32210 BUILDIN
101	08/13/19	\$2,196.75	9357	BUILDING PERMIT CK 00014717 8/13/19	R 101-41910-32210 BUILDIN
101	08/13/19	\$1,427.89	9357	PLAN REVIEW CK 00014717 8/13/19	R 101-41910-32210 BUILDIN

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

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Period Name: AUGUST

FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	08/13/19	\$5.00	9357	BUILDING LICENSE LOOKUP CK 00014717	R 101-41910-32210 BUILDIN
101	08/13/19	\$199.00	9357	BUILDING PERMIT CK 00014717 8/13/19	R 101-41910-32210 BUILDIN
101	08/13/19	\$5.00	9357	BUILDING LICENSE LOOKUP CK 00014717	R 101-41910-32210 BUILDIN
101	08/13/19	\$199.00	9357	BUILDING PERMIT CK 00014717 8/13/19	R 101-41910-32210 BUILDIN
101	08/13/19	\$174.00	9357	SEDIMENT & EROSION CONTROL CK 000	R 101-41910-32210 BUILDIN
101	08/13/19	\$5.00	9357	BUILDING LICENSE LOOKUP CK 00014717	R 101-41910-32210 BUILDIN
101	08/13/19	\$1,427.89	9358	PLAN REVIEW CK 00014718 8/13/19	R 101-41910-32210 BUILDIN
101	08/13/19	\$2,196.75	9358	BUILDING PERMIT CK 00014718 8/13/19	R 101-41910-32210 BUILDIN
101	08/13/19	\$199.00	9358	BUILDING PERMIT Ck 00014718 8/13/19	R 101-41910-32210 BUILDIN
101	08/13/19	\$5.00	9358	BUILDING LICENSE LOOKUP Ck 00014718	R 101-41910-32210 BUILDIN
101	08/13/19	\$5.00	9358	BUILDING LICENSE LOOKUP CK 00014718	R 101-41910-32210 BUILDIN
101	08/13/19	\$199.00	9358	BUILDING PERMIT CK 00014718 8/13/19	R 101-41910-32210 BUILDIN
101	08/13/19	\$174.00	9358	SEDIMENT & EROSION CONTROL CK 000	R 101-41910-32210 BUILDIN
101	08/13/19	\$5.00	9358	BUILDING LICENSE LOOKUP CK 00014718	R 101-41910-32210 BUILDIN
101	08/13/19	\$60.00	9358	SITE INSPECTION (BLG) CK 00014718 8/1	R 101-41910-32210 BUILDIN
101	08/13/19	\$408.20	9359	PLAN REVIEW CK 3210 8/13/19	R 101-41910-32210 BUILDIN
101	08/13/19	\$5.00	9359	BUILDING LICENSE LOOKUP CK 3210 8/1	R 101-41910-32210 BUILDIN
101	08/13/19	\$628.00	9359	BUILDING PERMIT CK 3210 8/13/19	R 101-41910-32210 BUILDIN
101	08/14/19	\$250.75	9362	BUILDING PERMIT Ck 13094 8/14/19	R 101-41910-32210 BUILDIN
101	08/14/19	\$162.99	9362	PLAN REVIEW CK 13094 8/14/19	R 101-41910-32210 BUILDIN
101	08/14/19	\$79.00	9363	BUILDING PERMIT CK5959 8/14/19	R 101-41910-32210 BUILDIN
101	08/14/19	\$5.00	9363	BUILDING LICENSE LOOKUP CK5959 8/14	R 101-41910-32210 BUILDIN
101	08/19/19	\$5.00	9367	BUILDING LICENSE LOOKUP CK 24108 8/	R 101-41910-32210 BUILDIN
101	08/19/19	\$99.00	9367	BUILDING PERMIT CK 24108 8/19/19	R 101-41910-32210 BUILDIN
101	08/21/19	\$79.00	9386	BUILDING PERMIT CK 11137 8/21/19	R 101-41910-32210 BUILDIN
101	08/22/19	\$979.39	9387	PLAN REVIEW CK # 002168 8/22/19	R 101-41910-32210 BUILDIN
101	08/22/19	\$1,506.75	9387	BUILDING PERMIT CK # 002168 8/22/19	R 101-41910-32210 BUILDIN
101	08/22/19	\$115.05	9395	PLAN REVIEW CK 3947 8/22/19	R 101-41910-32210 BUILDIN
101	08/22/19	\$177.00	9395	BUILDING PERMIT Ck3947 8/22/19	R 101-41910-32210 BUILDIN
101	08/26/19	\$99.00	9397	BUILDING PERMIT Ck # 14722 8/25/19	R 101-41910-32210 BUILDIN
101	08/26/19	\$5.00	9397	BUILDING LICENSE LOOKUP CK 14722 8/	R 101-41910-32210 BUILDIN
101	08/26/19	\$76.70	9403	PLAN REVIEW CK # 2418 8/26/19	R 101-41910-32210 BUILDIN
101	08/26/19	\$118.00	9403	BUILDING PERMIT CK # 2418 8/26/19	R 101-41910-32210 BUILDIN
101	08/26/19	\$574.25	9404	BUILDING PERMIT CK 2056 8/26/19	R 101-41910-32210 BUILDIN
101	08/26/19	\$373.26	9404	PLAN REVIEW CK 2056 8/26/19	R 101-41910-32210 BUILDIN
101	08/26/19	\$143.81	9409	PLAN REVIEW CK 3161 8/26/19	R 101-41910-32210 BUILDIN
101	08/26/19	\$221.25	9409	BUILDING PERMIT CK 3161 8/26/19	R 101-41910-32210 BUILDIN
101	08/21/19	\$550.00	9385	ROW EXCAVATION PERMIT CK 00112131	R 101-41910-32214 EXCAVAT
101	08/21/19	\$50.00	9385	ROW EXCAVATION INSPECTION CK 0011	R 101-41910-32214 EXCAVAT
101	07/31/19	\$199.00	9313	PLUMBING PERMIT - RESIDENTIAL CK 00	R 101-41910-32220 PLUMBIN
101	07/31/19	\$199.00	9313	MECHANICAL PERMIT - RESIDENTIAL CK	R 101-41910-32230 MECHANI
101	08/26/19	\$50.00	9408	P & Z PERMITS & VAR REQUESTS CASH P	R 101-41910-34100 P & Z PE
101	08/26/19	\$500.00	9410	VARIANCE APP CK # 1025980	R 101-41910-34100 P & Z PE
101	08/14/19	\$10.00	9300	PET LICENSE - SPAY/NEUT CK 2810 Boo 8	R 101-42100-32240 ANIMAL F
101	08/26/19	\$10.00	9338	PET LICENSE - SPAY/NEUT CASH Maag T	R 101-42100-32240 ANIMAL F
101	08/12/19	\$20.00	9345	PET LICENSE - NO SPAY/NEUT CK 6745 D	R 101-42100-32240 ANIMAL F
101	08/14/19	\$15.00	9364	PET LICENSE - SPAY/NEUT CK 3003 Thue	R 101-42100-32240 ANIMAL F
101	07/31/19	\$23.34	9314	SAFETY CAMP REGISTRATION Ck 7530 7/	R 101-42100-34105 USER FEE
101	08/01/19	\$46.67	9324	SAFETY CAMP REGISTRATION CK 1018 8/	R 101-42100-34105 USER FEE
101	08/31/19	\$2,142.74	17149	JULY 2019 TRAIL CT/POLICE DEPT	R 101-42100-35101 COURT FI
101	07/31/19	\$25.00	9319	DONATIONS POLICE (U/N) CK12816 7/31	R 101-42100-36231 DONATIO
101	08/19/19	\$500.00	9377	DONATIONS POLICE (U/N) CK # 1013606	R 101-42100-36231 DONATIO
101	08/31/19	\$515.53	17150	TZD DWI ENFORCEMENT APR-JUN 19/PO	R 101-42100-36233 GRANTS
101	08/31/19	\$5,965.06	17147	POST BOARD TRAINING/POLICE DEPT	R 101-42100-36242 POST TR

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FUN	Tran Date	Amount	Refer	Comments	Account Descr
101	08/19/19	\$19.38	9329	FIRE PROTECTION PERMITS CK # 64556	R 101-42200-32200 NONBUSI
101	08/13/19	\$85.00	9298	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	08/14/19	\$100.00	9303	BEACHHOUSE - RESIDENT(FRI-SUN) CK 3	R 101-43200-34780 PARK FEE
101	08/19/19	\$210.00	9306	NATURE CENTER CK 2885060 Healthpartn	R 101-43200-34780 PARK FEE
101	07/31/19	\$85.00	9317	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	07/31/19	\$100.00	9322	BEACHHOUSE - RESIDENT(FRI-SUN) CK 1	R 101-43200-34780 PARK FEE
101	08/19/19	\$35.00	9328	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	08/07/19	\$75.00	9330	BOAT TRAILER PARKING PERMIT CK 1792	R 101-43200-34780 PARK FEE
101	08/06/19	\$35.00	9331	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	08/06/19	\$100.00	9331	BEACHHOUSE - RESIDENT(FRI-SUN) CK 1	R 101-43200-34780 PARK FEE
101	08/07/19	\$35.00	9333	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	08/12/19	\$225.00	9342	BEACH HOUSE - NONRESIDENT(FRI-SUN)	R 101-43200-34780 PARK FEE
101	08/12/19	\$85.00	9343	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	08/12/19	\$35.00	9346	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	08/12/19	\$175.00	9348	BEACH HOUSE - NONRESIDENT(M-TH) CK	R 101-43200-34780 PARK FEE
101	08/12/19	\$85.00	9348	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	08/13/19	\$85.00	9352	PICNIC SHELTER - NONRESIDENT(EACH-	R 101-43200-34780 PARK FEE
101	08/13/19	\$75.00	9352	BEACHHOUSE - RESIDENT(M-TH) CK# 10	R 101-43200-34780 PARK FEE
101	08/13/19	\$35.00	9356	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	08/08/19	\$50.00	9360	BOAT TRAILER PARKING PERMIT Ck 53.5	R 101-43200-34780 PARK FEE
101	08/13/19	\$50.00	9361	BOAT TRAILER PARKING PERMIT CK 1795	R 101-43200-34780 PARK FEE
101	08/19/19	\$35.00	9373	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	08/19/19	\$9.34	9378	BOAT TRAILER PARKING PERMIT CK # 20	R 101-43200-34780 PARK FEE
101	08/19/19	\$9.33	9378	BOAT TRAILER PARKING PERMIT CK # 34	R 101-43200-34780 PARK FEE
101	08/20/19	\$35.00	9379	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	08/20/19	\$35.00	9379	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	08/19/19	\$156.83	9380	BOAT TRAILER PARKING PERMIT CASH	R 101-43200-34780 PARK FEE
101	08/22/19	\$35.00	9396	PICNIC SHELTER - RESIDENT (EACH-UP T	R 101-43200-34780 PARK FEE
101	08/26/19	\$25.00	9399	BEACHHOUSE - FIREPLACE USAGE CK 751	R 101-43200-34780 PARK FEE
101	08/26/19	\$75.00	9399	BEACHHOUSE - RESIDENT(M-TH) CK 751	R 101-43200-34780 PARK FEE
101	08/08/19	\$200.00	9336	CEMETERY - SATURDAY BURIAL CK 1145	R 101-43300-34940 CEMETER
101	08/08/19	\$400.00	9336	CEMETERY - CREMAINS GRAVE CK 11452	R 101-43300-34940 CEMETER
101	08/19/19	\$75.00	9375	CEMETERY - MARKING HEADSTONE LOCA	R 101-43300-34940 CEMETER
<b>FUND 101 GENER</b>		<b>\$48,175.97</b>			
<b>FUND 202 DRUG FORFEITURE</b>					
202	08/01/19	\$150.00	9326	DRUG FORFEITURE CK 2027 Barthol 8/1/1	R 202-00000-36249 DRUG FO
202	08/22/19	\$250.00	9393	DRUG FORFEITURE Cash \$250.00 8/22/19	R 202-00000-36249 DRUG FO
202	08/22/19	\$100.00	9393	DRUG FORFEITURE Cash \$100.00 8/22/19	R 202-00000-36249 DRUG FO
202	08/22/19	\$150.00	9393	POLICE DEPT. DRUG FOR (REFUNDS & RE	E 202-42101-449 DRUG FORF
<b>FUND 202 DRUG</b>		<b>\$650.00</b>			
<b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>					
206	08/07/19	\$3.51	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/19/19	\$1.59	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/07/19	\$15.00	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/13/19	\$38.10	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/13/19	\$31.41	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/19/19	\$11.84	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/19/19	\$12.66	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/27/19	\$7.20	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/13/19	\$6.90	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	08/27/19	\$4.97	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/13/19	\$51.09	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN

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206	08/13/19	\$8.23	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	08/27/19	\$4.83	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/07/19	\$47.96	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/07/19	\$45.00	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/07/19	\$39.49	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/07/19	\$50.54	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/21/19	\$17.88	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/13/19	\$63.01	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/27/19	\$2.33	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/19/19	\$1.30	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/27/19	\$14.76	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/05/19	\$81.35	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/27/19	\$13.78	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/19/19	\$49.13	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/19/19	\$24.28	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	08/05/19	\$3.26	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	08/05/19	\$73.71	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	08/19/19	\$29.67	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	08/05/19	\$3.49	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	08/19/19	\$29.50	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	08/21/19	\$21.97	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
		\$809.74	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
<b>FUND 206 WATER</b>					
<b>FUND 207 PARK IMPROVEMENT FUND</b>					
207	08/05/19	\$1,000.00	9323	PARK DEDICATION-OLD CK 3035 8/5/19	R 207-00000-34780 PARK FEE
207	08/13/19	\$500.00	9357	PARK DEDICATION-OLD CK 00014717 8/1	R 207-00000-34780 PARK FEE
		\$1,500.00			
<b>FUND 207 PARK I</b>					
<b>FUND 211 LIBRARY</b>					
211	08/21/19	\$5.70	9381	LIBRARY SERVICE CHARGE CK # 1765	R 211-45500-34760 LIBRARY
211	08/21/19	\$210.00	9381	LIBRARY SERVICE CHARGE CASH	R 211-45500-34760 LIBRARY
211	08/21/19	\$48.00	9389	LIBRARY DONATIONS CASH	R 211-45500-36230 DONATIO
211	08/26/19	\$80,000.00	9398	LIBRARY GRANTS CK # 11308	R 211-45500-36233 GRANTS
211	08/21/19	\$182.88	9388	LIBRARY REFUNDS & REIMB. PROF FEES	R 211-45500-36240 REFUNDS
		\$80,446.58			
<b>FUND 211 LIBRA</b>					
<b>FUND 601 WATER</b>					
601	08/27/19	\$69.95	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/07/19	\$35.81	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/05/19	\$3.18	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	08/27/19	\$11.07	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/07/19	\$647.36	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/05/19	\$9.29	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	08/05/19	\$32.56	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	08/19/19	\$4.93	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	08/19/19	\$1.59	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	08/19/19	\$323.96	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	08/05/19	\$1,038.95	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/19/19	\$11.34	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/19/19	\$141.96	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/19/19	\$659.43	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/19/19	\$1.34	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/19/19	\$19.94	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/27/19	\$166.39	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING

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601	08/19/19	\$30.15	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/05/19	\$66.65	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/21/19	\$273.97	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/13/19	\$87.52	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	08/13/19	\$44.13	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/13/19	\$769.54	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/07/19	\$588.06	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/07/19	\$26.82	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/27/19	\$5.65	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/13/19	\$33.77	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/13/19	\$5.00	0	UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	08/13/19	\$479.21	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/21/19	\$23.48	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/27/19	\$91.60	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/07/19	\$202.36	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	08/07/19	\$15.00	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	08/27/19	\$5.00	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	07/31/19	\$1,700.00	9313	WATER CONNECTION - TO 1 IN CK 00014	R 601-46120-34601 WATER H
601	08/13/19	\$1,700.00	9357	WATER CONNECTION - TO 1 IN CK 00014	R 601-46120-34601 WATER H
601	08/13/19	\$1,700.00	9358	WATER CONNECTION - TO 1 IN CK 00014	R 601-46120-34601 WATER H
601	07/31/19	\$400.00	9313	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	08/13/19	\$400.00	9357	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	08/13/19	\$400.00	9358	WATER METER - TO 1 IN (INCLUDES INS	R 601-46120-34602 WATER M
601	08/27/19	\$45.00	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	08/13/19	\$100.18	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	08/27/19	\$0.32	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	08/07/19	\$0.74	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
<b>FUND 601 WATER</b>		<b>\$12,373.20</b>			
<b>FUND 602 SEWER</b>					
602	08/05/19	\$34.51	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	08/19/19	\$30.15	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/27/19	\$54.55	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/27/19	\$11.07	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/21/19	\$13.48	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/21/19	\$205.54	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/19/19	\$4.93	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	08/19/19	\$367.83	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	08/05/19	\$57.86	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/05/19	\$837.00	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/31/19	\$29,695.34	0	UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLING
602	08/05/19	\$9.29	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	08/13/19	\$554.06	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/07/19	\$38.35	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/07/19	\$550.08	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/07/19	\$35.81	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/07/19	\$26.82	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/07/19	\$455.71	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/27/19	\$26.13	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/13/19	\$5.00	0	UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLING
602	08/13/19	\$98.35	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	08/13/19	\$42.23	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/19/19	\$14.49	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/19/19	\$330.24	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING

**CITY OF BAYPORT  
MONTHLY RECEIPTS**

Period Name: AUGUST

<b>FUN</b>	<b>Tran Date</b>	<b>Amount</b>	<b>Refer</b>	<b>Comments</b>	<b>Account Descr</b>
602	08/27/19	\$5.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/19/19	\$11.34	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/19/19	\$141.14	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/13/19	\$33.77	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/13/19	\$348.88	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/27/19	\$165.41	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	08/07/19	\$5.00	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/19/19	\$1.34	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	08/27/19	\$5.65	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	07/31/19	\$800.00	9313	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
602	08/13/19	\$800.00	9357	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
602	08/13/19	\$800.00	9358	SEWER CONNECTION (INCLUDES INSPEC	R 602-46200-34651 SEWER H
<b>FUND 602 SEWER</b>		<u>\$36,616.35</u>			
<b>FUND 700 BAYTOWN SURCHARGE</b>					
700	08/13/19	\$20.00	0	UB Receipt Surc 18 BT SURCHARGE	G 700-14601 WATER BILLING
700	08/07/19	\$20.00	0	UB Receipt Surc 18 BT SURCHARGE	G 700-14601 WATER BILLING
700	08/05/19	\$20.00	0	UB Receipt Surc 18 BT SURCHARGE	G 700-14601 WATER BILLING
<b>FUND 700 BAYTO</b>		<u>\$60.00</u>			
<b>FUND 803 P &amp; Z ESCROWS</b>					
803	08/26/19	\$1,500.00	9410	ANDERSEN CORP ESCROW CK # 1025980	R 803-80001-34100 P & Z PE
<b>FUND 803 P &amp; Z E</b>		<u>\$1,500.00</u>			
		<u>\$182,131.84</u>			

**CITY OF BAYPORT**  
**EXPENSE SUMMARY YTD THRU 08/31/2019**

8 Month = 66.72

DEPT	DEPT Descr	2019 Budget	2019 YTD Amt	Balance	2019 % of Budget Remain
<b>FUND 101 GENERAL</b>					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$1,580.00	\$888.75	\$691.25	43.75%
41200	MAYOR & COUNCIL	\$189,145.00	\$162,414.27	\$26,730.73	14.13%
41240	RECYCLING	\$6,524.00	\$4,306.10	\$2,217.90	34.00%
41400	ADMINISTRATION	\$172,251.00	\$137,110.85	\$35,140.15	20.40%
41601	ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$254,242.00	\$169,435.31	\$84,806.69	33.36%
41940	MUNICIPAL BUILDINGS	\$50,865.00	\$86,703.09	-\$35,838.09	-70.46%
42100	POLICE	\$901,130.00	\$562,976.19	\$338,153.81	37.53%
42200	FIRE PROTECTION	\$553,302.00	\$674,849.20	-\$121,547.20	-21.97%
42201	FIRE STATION	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$361,876.00	\$644,991.51	-\$283,115.51	-78.24%
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	\$0.00	\$0.00	0.00%
43145	2017 STREET IMPROVEMENT	\$0.00	\$210.06	-\$210.06	0.00%
43160	STREET LIGHTING	\$29,750.00	\$21,104.07	\$8,645.93	29.06%
43200	PARKS	\$125,310.00	\$74,308.26	\$51,001.74	40.70%
43300	CEMETERY	\$7,775.00	\$62.36	\$7,712.64	99.20%
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 101 GENERAL</b>		<b>\$2,653,750.00</b>	<b>\$2,539,360.02</b>	<b>\$114,389.98</b>	<b>4.31%</b>
<b>FUND 208 PRISON SEWER PROJECT</b>					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 208 PRISON SEWER PROJECT</b>					
		\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 209 DEVELOPER REIMBURSED PROJECTS</b>					
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%
<b>FUND 209 DEVELOPER REIMBURSED PROJ</b>					
		\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 210 K-9 UNIT</b>					
42103	K - 9 UNIT	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 210 K-9 UNIT</b>					
		\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 211 LIBRARY</b>					
45500	LIBRARY	\$315,800.00	\$214,984.65	\$100,815.35	31.92%
<b>FUND 211 LIBRARY</b>					
		\$315,800.00	\$214,984.65	\$100,815.35	31.92%
<b>FUND 306 DEBT GO BOND 2015A \$2,025,000</b>					
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 306 DEBT GO BOND 2015A \$2,025,0</b>					
		\$0.00	\$0.00	\$0.00	0.00%
<b>FUND 400 NEW FIRE STATION</b>					

**CITY OF BAYPORT**  
**EXPENSE SUMMARY YTD THRU 08/31/2019**

8 Month = 66.72

DEPT	DEPT Descr	2019 Budget	2019 YTD Amt	Balance	2019 % of Budget Remain
42201	FIRE STATION	\$0.00	\$170,612.50	-\$170,612.50	0.00%
FUND 400 NEW FIRE STATION		\$0.00	\$170,612.50	-\$170,612.50	0.00%
FUND 412 CEMETERY CAPITAL IMPROV					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43300	CEMETERY	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 CEMETERY CAPITAL IMPROV		\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND					
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 IMPROVEMEN	\$0.00	\$0.00	\$0.00	0.00%
46110	WATER-PUMPHOUSE	\$54,900.00	\$17,400.11	\$37,499.89	68.31%
46120	WATER	\$460,374.00	\$282,105.23	\$178,268.77	38.72%
FUND 601 WATER		\$515,274.00	\$299,505.34	\$215,768.66	41.87%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$311,926.00	\$148,606.93	\$163,319.07	52.36%
46250	CONTRIBUTED CAPITAL OUT	\$0.00	\$0.00	\$0.00	0.00%
46990	SEWER - NON-OPERATING	\$0.00	\$424,219.05	-\$424,219.05	0.00%
FUND 602 SEWER		\$311,926.00	\$572,825.98	-\$260,899.98	-83.64%
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%

**CITY OF BAYPORT**  
**EXPENSE SUMMARY YTD THRU 08/31/2019**

8 Month = 66.72

DEPT	DEPT Descr	2019 Budget	2019 YTD Amt	Balance	2019 % of Budget Remain
80056	KYLE CARLSON	\$0.00	\$0.00	\$0.00	0.00%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	\$0.00	0.00%
FUND 803	P & Z ESCROWS				
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%
80001	ANDERSEN ESCROW	\$0.00	\$108.40	-\$108.40	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	\$144.68	-\$144.68	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%

**CITY OF BAYPORT**  
**EXPENSE SUMMARY YTD THRU 08/31/2019**

8 Month = 66.72

DEPT	DEPT Descr	2019 Budget	2019 YTD Amt	Balance	2019 % of Budget Remain
80051	BERGSTROM/ ENG & GRADING	\$0.00	\$0.00	\$0.00	0.00%
80052	MILLER EXCAVATING WATER SE	\$0.00	\$0.00	\$0.00	0.00%
80053	CHRIS HAYNER	\$0.00	\$0.00	\$0.00	0.00%
80054	LYNN MOST	\$0.00	\$0.00	\$0.00	0.00%
80055	MATTAMY MN PARTNERSHIP	\$0.00	\$264.13	-\$264.13	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	\$0.00	\$0.00	0.00%
80060	GREGG ELLINGSON 293 3RD ST	\$0.00	\$0.00	\$0.00	0.00%
80061	M & I MN INSPIRATION 4	\$0.00	\$98.22	-\$98.22	0.00%
80062	GREGG ELLINGSON 515 LAKESI	\$0.00	\$0.00	\$0.00	0.00%
80063	UNIVERSAL FINANCIAL 125 SO	\$0.00	\$0.00	\$0.00	0.00%
80064	TODD KONIGSON - ESCROW OA	\$0.00	\$0.00	\$0.00	0.00%
80065	INSPIRATION PH II LANDUCCI	\$0.00	\$23,562.39	-\$23,562.39	0.00%
80066	STILLWATER SCHOOLS ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80067	WILLIAM COFFMAN ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80068	CHRIS AMODT CAHANES DEVL E	\$0.00	\$0.00	\$0.00	0.00%
80069	JENNIFER CATES FINE HOMES	\$0.00	\$392.53	-\$392.53	0.00%
80070	PETER & MOLLY LENTZ	\$0.00	\$0.00	\$0.00	0.00%
80072	CHRIS & ANDREA WYFFELS	\$0.00	\$2,798.49	-\$2,798.49	0.00%
80073	PAUL & SARA ZEULI	\$0.00	\$166.75	-\$166.75	0.00%
80074	JEFF OSWALD	\$0.00	\$0.00	\$0.00	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$27,535.59	-\$27,535.59	0.00%
		\$3,796,750.00	\$3,824,824.08	-\$28,074.08	-0.74%

## \*Check Summary Register©

AUGUST 2019

Name	Check Date	Check Amt	
<b>10100 FIRST ST BK GEN FUND</b>			
Paid Chk# 011407 AT & T MOBILITY	8/7/2019	\$205.69	JUL 2019 PHONES/POLICE DEPT
Paid Chk# 011408 BANYON DATA SYSTEMS	8/7/2019	\$485.00	POS SUPPORT
Paid Chk# 011409 ADAM BELL	8/7/2019	\$150.00	APR-MAY-JUN 2019 PHONE REIMBUR
Paid Chk# 011410 COMCAST	8/7/2019	\$65.97	AUG 2019 HIGHSPEED INTERNET
Paid Chk# 011411 COMPLETE HEALTH, ENVIRONM	8/7/2019	\$760.00	JULY 2019 MAINTENANCE
Paid Chk# 011412 LAURA EASTMAN	8/7/2019	\$326.57	SAFETY CAMP/INTU SUPPLIES
Paid Chk# 011413 ECKBERG LAMMERS - ATTORNE	8/7/2019	\$2,658.69	JUL 2019 PROSECUTION/POLICE DE
Paid Chk# 011414 ECM PUBLISHERS, INC.	8/7/2019	\$15.85	ZEULI PH ESCROW
Paid Chk# 011415 HAWKINS, INC.	8/7/2019	\$30.00	HYD SYSTEM COMPONENT/STREET DE
Paid Chk# 011416 HOLIDAY STATIONSTORES, LLC	8/7/2019	\$2,039.26	JUL 2019 FUEL
Paid Chk# 011417 JEFF BROWER	8/7/2019	\$246.04	MS4 INSPECTIONS/STREET DEPT
Paid Chk# 011418 METROPOLITAN AREA MANAGE	8/7/2019	\$25.00	JUL 25 LUNCHEON/ A BELL
Paid Chk# 011419 METROPOLITAN COUNCIL	8/7/2019	\$9,840.60	JUL 2019 SAC SUMMARY
Paid Chk# 011420 METROPOLITAN COUNCIL (SDS)	8/7/2019	\$47,135.45	SEPT 2019 ANNUAL FLOW
Paid Chk# 011421 MEI TOTAL ELEVATOR SOLUTIO	8/7/2019	\$166.89	AUG-SEPT 2019 BI-MTHLY SERVICE
Paid Chk# 011422 MODERN HEATING & AIR CONDI	8/7/2019	\$1,603.94	AC REPAIR/CITY HALL
Paid Chk# 011423 MINNESOTA VALLEY TESTING L	8/7/2019	\$54.00	BACTI TESTING/WATER DEPT
Paid Chk# 011424 NAC	8/7/2019	\$1,617.50	MECHANICAL/FIRE DEPT
Paid Chk# 011425 GOPHER STATE ONE-CALL	8/7/2019	\$79.65	WATER LOCATES/WATER DEPT
Paid Chk# 011426 OPTUM	8/7/2019	\$97.75	2ND QTR 2019 MTHLY SERVICE
Paid Chk# 011427 POSTMASTER	8/7/2019	\$235.00	USPS MARKETING MAIL
Paid Chk# 011428 STILLWATER TOWNING, INC.	8/7/2019	\$150.00	5TH AVE & 7TH ST/POLICE DEPT
Paid Chk# 011429 SARA TAYLOR	8/7/2019	\$469.80	ADMINISTRATION MILEAGE
Paid Chk# 011430 THE RETROFIT COMPANIES	8/7/2019	\$409.95	RECYCLE/CITY HALL
Paid Chk# 011431 TRI-STATE BOBCAT, INC.	8/7/2019	\$363.60	ROUGH CUT MOWER TIRES
Paid Chk# 011432 NATIONWIDE RETIREMENT SOL	8/7/2019	\$461.13	MIKE BELL # 5034
Paid Chk# 011433 VERIZON WIRELESS	8/7/2019	\$236.82	JUN/JUL 2019 PHONES
Paid Chk# 011434 WASHINGTON COUNTY	8/7/2019	\$92.00	DOC # 4198630 CITY OF BAYPORT
Paid Chk# 011435 WHITE BEAR IT SOLUTIONS LLC	8/7/2019	\$1,539.00	MTHLY SERVICE AGREEMENT
Paid Chk# 011436 XCEL ENERGY	8/7/2019	\$10,483.61	JUN/JUL 2019 GAS & ELECTRIC SE
Paid Chk# 011437 AUTO ZONE	8/14/2019	\$25.88	WASHER FLUID/STREET DEPT
Paid Chk# 011438 BCA	8/14/2019	\$30.00	2 BACKGROUND
Paid Chk# 011439 CHRIS AMDAHL LOCKSMITH, IN	8/14/2019	\$111.00	SERVICE CALL RE-COMBO
Paid Chk# 011440 COMCAST	8/14/2019	\$161.70	AUG/SEPT 2019 HIGHSPEED INTERN
Paid Chk# 011441 CUMMINS SALES AND SERVICE	8/14/2019	\$275.60	INSPECTION/FIRE DEPT
Paid Chk# 011442 HEALTH PARTNERS	8/14/2019	\$17,298.44	SEPT 2019 MTHLY PREMIUM
Paid Chk# 011443 MN DEPT OF LABOR AND INDUS	8/14/2019	\$30.00	93982/247635 PRESSURE VESSEL/F
Paid Chk# 011444 MNSPECT	8/14/2019	\$18,657.80	JUL 2019 BLG INSPECTIONS
Paid Chk# 011445 NOVA COMMUNICATIONS	8/14/2019	\$240.59	LINE IN ELEVATOR/CH
Paid Chk# 011446 REPUBLIC SERVICES # 923	8/14/2019	\$30.40	FURNITURE 07/23/CITY HALL
Paid Chk# 011447 SAVATREE	8/14/2019	\$1,550.00	GENERAL TREE CARE/STREET DEPT
Paid Chk# 011448 SCHLENNER WENNER & CO.	8/14/2019	\$1,455.00	PREPARATION AND FILING OF TIF
Paid Chk# 011449 ST. CLOUD STATE UNIVERSITY	8/14/2019	\$215.00	ADVANCED ACADEMY(MCAA) SARA TA
Paid Chk# 011450 STILLWATER MOTORS	8/14/2019	\$2,084.10	MULTIPLE LEAKS/WATER DEPT
Paid Chk# 011451 STILLWATER TOWNING, INC.	8/14/2019	\$337.00	DOT & TRUCK REPAIR/STREET DEPT
Paid Chk# 011452 NICOLE TEETZEL	8/14/2019	\$197.02	DECK REFUND
Paid Chk# 011453 THOMSON REUTERS - WEST	8/14/2019	\$198.84	JUL 2019 INFORMATION/POLICE DE
Paid Chk# 011454 VALLEY TROPHY INC	8/14/2019	\$10.00	BENCH PLATE/STREET DEPT
Paid Chk# 011455 VANTAGEPOINT TRANSFER AG	8/14/2019	\$730.00	Vendor Liability/MATT KLINE
Paid Chk# 011456 W.S. DARLEY & CO	8/14/2019	\$6,531.81	NEW BOAT/FIRE DEPT
Paid Chk# 011457 WASHINGTON COUNTY SHERIF	8/14/2019	\$1,128.37	JUL 2019 FUEL/POLICE DEPT
Paid Chk# 011458 WATCHGUARD VIDEO	8/14/2019	\$1,275.00	EQUIP PURCHASED & WARRENTY/POL
Paid Chk# 011459 XCEL ENERGY	8/14/2019	\$8.70	BARKERS PARK ELECTRIC
Paid Chk# 011460 ANDERSON HEATING	8/21/2019	\$164.00	SUMMER MAINT/LIBRARY DEPT

## \*Check Summary Register©

AUGUST 2019

Name	Check Date	Check Amt	
Paid Chk# 011461 ASPEN MILLS INC	8/21/2019	\$28.95	OPERATING SUPPLIES/FIRE DEPT
Paid Chk# 011462 BCA	8/21/2019	\$15.00	BACKGROUND/POLICE DEPT
Paid Chk# 011463 COMCAST	8/21/2019	\$303.12	AUG 2019 HIGHSPEED INTERNET/LI
Paid Chk# 011464 CORRECTIVE ASPHALT MATERI	8/21/2019	\$5,335.00	SEALCOAT/STREET DEPT
Paid Chk# 011465 DEFINITIVE TECHNOLOGY SOLUT	8/21/2019	\$449.09	MTHLY CONTRACT/LIBRARY DEPT
Paid Chk# 011466 DELTA DENTAL OF MINNESOTA	8/21/2019	\$937.00	SEPT 2019 MTHLY PREMIUM
Paid Chk# 011467 ELECTRO WATCHMAN, INC	8/21/2019	\$410.85	FIRE ALARM SYSTEM
Paid Chk# 011468 GRAINGER	8/21/2019	\$104.02	PARK ELECTRICAL REPAIR/PARK DEP
Paid Chk# 011469 HAWKINS, INC.	8/21/2019	\$2,316.63	WATER CHEMICALS/WATER DEPT
Paid Chk# 011470 INDELCO PLASTICS CORPORATI	8/21/2019	\$167.73	PUMP PARTS/WATER DEPT
Paid Chk# 011471 INNOVATIVE OFFICE SOLUTION	8/21/2019	\$293.26	OPERATING SUPPLIES/LIBRARY DEP
Paid Chk# 011472 LAKEVIEW MEMORIAL HOSPITA	8/21/2019	\$50.00	BLOOD DRAWS/POLICE DEPT
Paid Chk# 011473 RIVER VALLEY SERVICES, INC.	8/21/2019	\$44.27	LAWN CARE/LIBRARY DEPT
Paid Chk# 011474 M/I HOMES, LLC	8/21/2019	\$7,000.00	1110 INSPIRATION PKWY N
Paid Chk# 011475 MENARDS STILLWATER	8/21/2019	\$31.89	GLACIERMIST SPRING WATER/FIRE
Paid Chk# 011476 MINNESOTA DEPARTMENT OF H	8/21/2019	\$1,526.00	3RD QTR 2019 # OF SERVICE
Paid Chk# 011477 MINNESOTA LIBRARY ASSOCIA	8/21/2019	\$330.00	INDIVIDUAL MEMBERSHIP/LIBRARY
Paid Chk# 011478 NCPERS GROUP LIFE INS	8/21/2019	\$48.00	SEPT 2019 MTHLY PREMIUM
Paid Chk# 011479 OFFICE OF MN.IT SERVICES	8/21/2019	\$88.35	JUN 2019 MTHLY PHONES/LIBRARY
Paid Chk# 011480 CITY OF BAYPORT	8/21/2019	\$139.00	PETTY CASH REIMBURSEMENT
Paid Chk# 011481 S E H	8/21/2019	\$1,024.19	PERRO CREEK WATER QUALITY
Paid Chk# 011482 SHARON SIPPEL	8/21/2019	\$2,250.00	JUL/AUG 2019 CLEANING SERVICE
Paid Chk# 011483 THE SHERWIN - WILLIAMS CO.	8/21/2019	\$317.70	PAINT STRIPER CABLE/STREET DEP
Paid Chk# 011484 STILLWATER MEDICAL GROUP	8/21/2019	\$127.50	CDL DRUG TEST/STREET DEPT
Paid Chk# 011485 THE RETROFIT COMPANIES	8/21/2019	\$210.07	LIGHT DISPOSAL/LIBRARY DEPT
Paid Chk# 011486 UNUM LIFE INSURANCE COMPA	8/21/2019	\$255.61	SEPT 2019 MTHLY PREMIUM
Paid Chk# 011487 VSA, INC.	8/21/2019	\$878.43	HDMI SPLTTER
Paid Chk# 011488 AIR FRESH INDUSTRIES	8/27/2019	\$455.00	BARKERS APTS 8/13/19-9/9/19
Paid Chk# 011489 BAYPORT TRANSMISSION & AU	8/27/2019	\$115.00	ENGIN E-1(OLD 2104)/FIRE DEPT
Paid Chk# 011490 BEST & FLANAGAN LLP	8/27/2019	\$2,774.00	INSPIRATION - LANDUCCI ESCROW
Paid Chk# 011491 COMCAST	8/27/2019	\$190.92	SEPT 2019 HIGHSPEED INTERNET
Paid Chk# 011492 JOSHUA EISINGER	8/27/2019	\$100.00	AUG 2019 CLEANING/FIRE HALL
Paid Chk# 011493 MIKE GALOWITZ	8/27/2019	\$100.00	AUG 2019 CLEANING/FIRE HALL
Paid Chk# 011494 MARY GOULETTE	8/27/2019	\$535.00	AUG 2019 CLEANING/PUBLIC WORKS
Paid Chk# 011495 MENARDS STILLWATER	8/27/2019	\$70.70	ELECTRONICS ROOM/CH
Paid Chk# 011496 OFFICE OF MN.IT SERVICES	8/27/2019	\$603.72	JUL 2019 PHONES/CH
Paid Chk# 011497 S E H	8/27/2019	\$5,884.23	PLANNING COMMISSION MTG
Paid Chk# 011498 SUN LIFE FINANCIAL	8/27/2019	\$371.10	Vendor Liability/SEPT 2019 MTH
Paid Chk# 011499 TASC	8/27/2019	\$15.00	OCT 2019 /ADMINISTRATION FEE
Paid Chk# 011500 U S BANK	8/27/2019	\$4,809.41	PIZZA MAN
Paid Chk# 011501 VALLEY TROPHY INC	8/27/2019	\$10.50	ENGRAVE BENCH PLATE/PARKS DEPT
Paid Chk# 011502 VANTAGEPOINT TRANSFER AG	8/27/2019	\$730.00	Vendor Liability/MATT KLINE
Paid Chk# 011503 W.S. DARLEY & CO	8/27/2019	\$201.99	NOZZLE/FIRE DEPT
Paid Chk# 031201E UNITED STATES TREASURY	8/6/2019	\$4,096.50	PAYROLL FED, SS, MEDICARE WITH
Paid Chk# 031202E MINNESOTA REVENUE	8/6/2019	\$622.94	PAYROLL WITHHOLDINGS
Paid Chk# 031203E PUBLIC EMPLOYEES RETIREME	8/6/2019	\$45.26	COUNCIL RETIREMENT
Paid Chk# 031204E MINNESOTA REVENUE	8/7/2019	\$396.00	JUL 2019 SALES & USE TAX
Paid Chk# 031205E NATIONWIDE RETIREMENT SOL	8/13/2019	\$300.00	Vendor Liability EASTMAN/MADSE
Paid Chk# 031206E AFLAC	8/13/2019	\$18.20	AUG 2019 MTHLY PREMIUM
Paid Chk# 031207E UNITED STATES TREASURY	8/13/2019	\$10,302.38	PAYROLL SS, MEDICARE, FED WITH
Paid Chk# 031208E MINNESOTA REVENUE	8/13/2019	\$2,415.56	PAYROLL WITHHOLDINGS
Paid Chk# 031209E PUBLIC EMPLOYEES RETIREME	8/13/2019	\$9,798.00	PAYROLL RETIREMENT
Paid Chk# 031210E OPTUM	8/13/2019	\$1,830.83	PAYROLL H S A
Paid Chk# 031211E NATIONWIDE RETIREMENT SOL	8/27/2019	\$300.00	Vendor Liability/EASTMAN-MADSE
Paid Chk# 031212E UNITED STATES TREASURY	8/27/2019	\$9,881.57	PAYROLL FED,SS,MEDICARE

**\*Check Summary Register©**

AUGUST 2019

Name	Check Date	Check Amt	
Paid Chk# 031213E MINNESOTA REVENUE	8/27/2019	\$2,314.37	PAYROLL WITHHOLDINGS
Paid Chk# 031214E PUBLIC EMPLOYEES RETIREME	8/27/2019	\$9,301.57	PAYROLL RETIREMENT
Paid Chk# 031215E OPTUM	8/27/2019	\$1,905.83	PAYROLL H S A
Paid Chk# 509288E Monthly ACH	8/8/2019	\$1,486.54	
Paid Chk# 509315E Monthly ACH	8/8/2019	\$13,835.43	
Paid Chk# 509340E Bi-Weekly ACH	8/15/2019	\$34,139.61	
Paid Chk# 509364E Bi-Weekly ACH	8/29/2019	\$33,037.69	
<b>Total Checks</b>		<b>\$312,467.52</b>	

**Building Permit report City of Bayport 7/24/19 - 8/31/19**

Issue Date	Permit Number	Parcel Number	Job Description	Job Address	Street Name	Estimated Cost	Permit Type	Total Fees	Contractor Name
8/21/2019	BA-2019-00071	1.10292E+12	kitchen remodel, 2 classroom flooring replacement	309 N 4th Street, BA, MN 55003	4th Street	\$175,000.00	BLDG - Remodel	\$2,573.64	AVM Construction
8/28/2019	BA-2019-00167	2.0292E+11	Re - Roof	212 N 5TH AVE, BA, MN 55003	5TH AVE	\$0.00	MAINT - Roofing Replace	\$105.00	Bruette Roofing Inc
8/28/2019	BA-2019-00174	1.00292E+12		544 S Prairie Way, BA, MN 55003	Prairie Way	\$0.00	ZNG - Fence (up to 7' high)	\$25.00	No Contractor Assigned
8/27/2019	BA-2019-00159	1.00292E+12	Deck	251 N Primrose Path, BA, MN 55003	Primrose Path	\$15,000.00	BLDG - Deck	\$450.58	Homeowner - M/I HOMES MINNEAPOLIS/ST PAUL LLC
8/26/2019	BA-2019-00157	1.00292E+12	deck and patio under existing deck	296 Primrose Path, BA, MN 55003	Primrose Path	\$5,000.00	BLDG - Deck	\$197.20	Homeowner - DEBORAH ANZEVIINO & RICKIE MORRISON
8/26/2019	BA-2019-00162	1.00292E+12	Basement Finish - add bedroom, bath, theater room, and storage area	464 S Prairie Way, BA, MN 55003	Prairie Way	\$40,000.00	BLDG - Basement Finish	\$967.51	Homeowner - TROY KIMBLE & DOUGLAS HINDERLITER
8/26/2019	BA-2019-00164	3.0292E+11	Re - Roof	652 N 5TH ST, BA, MN 55003	5TH ST	\$0.00	MAINT - Roofing Replace	\$105.00	BEAR ROOFING & EXTERIORS
8/26/2019	BA-2019-00150	1.00292E+12	Demo Pool and pool deck	491 N 6th Street, BA, MN 55003	6th Street	\$12,000.00	BLDG - Demolition	\$371.06	Homeowner - KEVIN BURNS
8/21/2019	BA-2019-00161	1.00292E+12	Fire Place Venting	307 S Prairie Way, BA, MN 55003	Prairie Way	\$0.00	MECH - Fireplace RES	\$85.00	TLT Enterprises Inc
8/20/2019	BA-2019-00175	1.10292E+12		447 S 4th Street, BA, MN 55003	4th Street	\$0.00	PW - Driveway/Curb Cut	No Contractor Assigned	No Contractor Assigned
8/20/2019	BA-2019-00187	1.10292E+12		294 N 3rd Street, BA, MN 55003	3rd Street	\$0.00	PW - ROW/Utilities/Obstruction/Permissive	\$600.00	No Contractor Assigned
8/19/2019	BA-2019-00176	1.00292E+12		626 N 4th Avenue, BA, MN 55003	4th Avenue	\$0.00	PW - Driveway/Curb Cut	\$50.00	No Contractor Assigned
8/19/2019	BA-2019-00177	1.00292E+12		713 N 5th Avenue, BA, MN 55003	5th Avenue	\$0.00	PW - Driveway/Curb Cut	\$50.00	No Contractor Assigned
8/19/2019	BA-2019-00160	1.10292E+12	Mechanical - Air Conditioner	267 S 3rd Street, BA, MN 55003	3rd Street	\$0.00	MECH - Pre-Existing	\$85.00	Schwantes Heating
8/14/2019	BA-2019-00153	1.00292E+12	Demo of unsafe house	351 S 5th Street, BA, MN 55003	5th Street	\$14,000.00	BLDG - Demolition	\$420.74	Bell Excavating
8/14/2019	BA-2019-00156	1.00292E+12	Shower Sink Toilet	307 S Prairie Way, BA, MN 55003	Prairie Way	\$0.00	PLG - Pre-Existing	\$85.00	Homeowner - SUZANNE HILL
8/13/2019	BA-2019-00155	1.00292E+12	Fireplace	307 S Prairie Way, BA, MN 55003	Prairie Way	\$0.00	MECH - Fireplace RES	\$85.00	Young and Sons Heating & A/C
8/13/2019	BA-2019-00148	1.00292E+12	X New Home with morning room due to zoning restrictions, New detached garage 20' x 24'	1011 N Inspiration Parkway, BA, MN 55003	Inspiration Parkway	\$290,000.00	BLDG - New Construction Res	\$10,393.64	M/I HOMES MINNEAPOLIS/ST PAUL LLC
8/13/2019	BA-2019-00081	1.00292E+12		1019 N INSPIRATION PKWY, BA, MN 55003	INSPIRATION PKWY	\$290,000.00	BLDG - New Construction Res	\$11,103.64	M/I HOMES MINNEAPOLIS/ST PAUL LLC
8/13/2019	BA-2019-00126	1.00292E+12		594 N 4th Avenue, BA, MN 55003	4th Avenue	\$19,000.00	BLDG - Garage	\$659.93	No Contractor Assigned
8/13/2019	BA-2019-00143	1.00292E+12	19'x12' Screen Porch addition with stairs and patio below	428 S Prairie Way, BA, MN 55003	Prairie Way	\$45,000.00	BLDG - Porch	\$1,063.70	Landric Assoc. Inc
8/12/2019	BA-2019-00154	1.00292E+12		1024 N INSPIRATION PKWY, BA, MN 55003	INSPIRATION PKWY	\$0.00	MECH - Fireplace RES	\$85.00	Fireside Hearth
8/12/2019	BA-2019-00179	1.10292E+12		602 S Minnesota Street, BA, MN 55003	Minnesota Street	\$0.00	ZNG - Fence (up to 7' high)	\$25.00	No Contractor Assigned
8/8/2019	BA-2019-00151	1.10292E+12	Roof Repair 400 Square Feet	494 S 4th Street, BA, MN 55003	4th Street	\$0.00	MAINT - Roofing Replace	\$105.00	No Contractor Assigned
8/8/2019	BA-2019-00152	2.0292E+11		18 POINT RD, BA, MN 55003	POINT RD	\$0.00	MAINT - Roofing Replace	\$105.00	No Contractor Assigned
8/7/2019	BA-2019-00178	1.10292E+12		393 S 4th Street, BA, MN 55003	4th Street	\$0.00	ZNG - Fence (up to 7' high)	\$25.00	No Contractor Assigned
7/30/2019	BA-2019-00146	1.00292E+12	BA-2019-00136 New Detached Garage - Slab on Grade. Keeping two existing walls and adding 4 feet in length and 12 feet in width. 26 x 26 final garage size with hip roof	1011 N Inspiration Parkway, BA, MN 55003	Inspiration Parkway	\$0.00	MECH - New Res	\$205.00	M/I HOMES MINNEAPOLIS/ST PAUL LLC
7/30/2019	BA-2019-00147	1.00292E+12	AC/3x fan/fireplace/laundry dryer drain/2x rough in/2x shower/4x sink/2x tub/washer/water heater	1011 N Inspiration Parkway, BA, MN 55003	Inspiration Parkway	\$0.00	PLG - New Home Res	\$205.00	M/I HOMES MINNEAPOLIS/ST PAUL LLC
7/29/2019	BA-2019-00145	3.0292E+11	rewindow, 8 windows using existing openings	771 N 5TH STREET, BA, MN 55003	5TH STREET	\$0.00	MAINT - Window Replace	\$105.00	Renewal By Andersen
7/29/2019	BA-2019-00130	1.00292E+12	Bathroom Remodel	673 N 2nd Avenue, BA, MN 55003	2nd Avenue	\$8,935.00	BLDG - Remodel	\$306.52	Minnesota Rusco

**Baytown Township - August Building Report No NO ACTIVITY**



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

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Date: August 6, 2019

To: Mayor and City Council Members  
City Administrator Adam Bell

From: Police Chief Laura Eastman

**Subject: Safety Camp and Night to Unite Donations**

I would like to acknowledge 2019 donations for the annual Youth Safety Camp and Night to Unite. The donations help offset the cost for the food, beverages, presenters, services and equipment necessary for successful events.

The following is a list of businesses and or individuals who donated:

Andersen Windows	Monetary Funds
American Legion Post 491	Monetary Funds
Bayport Fire Department	Staff Volunteers
Bayport Printing	Monetary Funds
Bayport Marina	Monetary/Clothing
Bread Art	Food
Carbone's Pizza	Monetary Funds
Cummins Law Office	Monetary Funds
Sally Dahlin	Toys
Sue and Madison Davis	Volunteer
Department of Corrections-Stillwater Prison	Goods/Staff Volunteer
Filson Gentle Dentistry	Monetary Funds
First State Bank and Trust	Monetary Funds
Hensleer Orthodontics	Staff Volunteers
Holiday Station Store-Bayport	Water/Ice
Kowalski's	Food
Let's Go Fishing	Staff Volunteer/Boat
Not Justa Café	Monetary Funds
Regions Trauma Unit	Goods/Staff Volunteer
Stillwater Area Swim	Volunteer/Goods
Stillwater Police Department	Staff Volunteer
Stillwater Police Officer Wulfing K-9	Staff Volunteer
Target Corporation	Funds
Wal-Mart	2 Bikes
Woody's Bar and Grill	Food/Staff Volunteers



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**

RECEIVED  
 AUG 15 2019  
 CITY OF BAYPORT

**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: Erin Gilmore  
 Organization/Business Name: Andersen Parent Group  
 Main Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

**Event Information**

Name or title of event: Diggys Dash Walkathon  
 Start Date: 10-11-2019 Time: 8:00 AM  
 End Date: 10-11-2019 Time: 12:00pm

Estimated attendance: 400  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.



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

RECEIVED

AUG 05 2019

**City of Bayport**  
 CITY OF BAYPORT  
**DONATION INFORMATION FORM**

<b>Donor Information</b>	<input checked="" type="checkbox"/> City Resident / Business	<input type="checkbox"/> Nonresident	<input type="checkbox"/> Other
Name:	Steven Schneckenberg		
Main Phone Number:	Alternate Phone Number:		
Email Address:			
Address:			
City/State/Zip:			
Organization Name (if applicable):			

<b>Donation Information</b>	
<input checked="" type="checkbox"/> Bench with dedication plaque - \$1,000.00	<input type="checkbox"/> Bike rack - \$500.00
<input type="checkbox"/> City newsletter - \$50.00 / \$100.00 / \$250.00	<input type="checkbox"/> Flag - \$150.00
<input type="checkbox"/> Picnic table - \$1,500.00	<input type="checkbox"/> Flower planter - \$500.00
<input type="checkbox"/> Tree - \$250.00	<input type="checkbox"/> Waste receptacle - \$500.00
<input type="checkbox"/> In Kind* / <input type="checkbox"/> Monetary donation of \$_____ for	<input type="checkbox"/> Cemetery <input type="checkbox"/> General Fund
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Parks <input type="checkbox"/> Fire Dept. <input type="checkbox"/> Police Dept.
Engraved text on bench plaque shall read as follows: (Please print and refer to examples on reverse)	
This bench is dedicated in celebration of Lucy E Schneckenberg June 16 - 1964 - June 17, 2019	
*Description of in kind donation (including volunteer services): By her loving family	

<b>Donor Acknowledgement and Signature</b>	
By signing this form, I acknowledge and commit to the donation and/or related in-kind activity, as noted above. I understand that monetary donations will be designated for city department use or used toward the purchase of the item, as specified above. I also understand that depending on availability, lead time, and weather conditions; it could take up to one (1) year to install an item. However, the city will make every effort to complete the installation as soon as possible. I also understand that the city has been given only an approximate size for the dedication plaque. Hence, if I have selected to donate funds for a bench, the city has my permission to format and size the text above accordingly, in order to fit the text on the plaque. Should it be necessary to change any of the text content for any reason, I am aware that I will be contacted by the city.	
Signature: <i>Steve Schneckenberg</i>	Date: 8-5-19

<b>Office Use</b>	
Staff notes: (Include requested placement location)	
\$1000.00	
Donation amount received:	Date received: 8/5/19
Payment method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check	Received by: <i>[Signature]</i>



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

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Date: August 15, 2019

To: Mayor and City Council  
Adam Bell, City Administrator

From: Matt Kline, Public Works Director

RE: Award of quote to complete a fire hydrant replacement project

### ***BACKGROUND***

The Public Works Department has identified three fire hydrants that are in need of replacement. The city has replacement hydrants on hand, but solicited quotes for the installation of the fixtures and isolation valves, as well as restoration of the sites.

The city received quotes from two contractors (see attached), both who have worked on prior city projects and are qualified to complete the work. The city's 2019 Capital Improvement Plan has \$25,000 earmarked for this work.

### ***RECOMMENDATION***

Staff recommends the City Council adopt a motion to award the quote to complete the fire hydrant replacement project to Capra Utilities in the amount of \$17,500.00.



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

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## Hydrant Replacement RFQ

The City of Bayport is requesting quotes for the replacement of three hydrants located within the city. Standard city specifications will be used for the installation process and are provided with this RFQ. The City possesses a majority of the supplies required for this installation. All three hydrant replacements will include the installation of an isolation valve.

### Project will include the following:

1. Removal of the current hydrant.
2. Connection to the existing hydrant lead (may require 4" X 6" reducing coupling) (Current hydrant leads are cast iron).
3. Installation of 6" Gate Valve for hydrant isolation.
4. Installation of Gate Valve Standpipe.
5. Installation of short 6" DIP leads from reducing coupling (if needed) to gate valve and gate valve to hydrant standpipe connection.
6. Installation of hydrant and standpipe.
7. Installation of blocking for valve and hydrant standpipe.
8. Installation of clear washed rock at base of standpipe.
9. Specific site restoration requirements are listed with site locations below.
  - a. 206 5<sup>th</sup> St So (4" Water Main)
    - i. Black Dirt (3") and Grass Restoration (Straw Mat)
  - b. 408 7<sup>th</sup> St No (4" Water Main)
    - i. Black Dirt (3") and Grass Restoration (Straw Mat)
  - c. 868 6<sup>th</sup> St No (4" Water Main)
    - i. Asphalt Removal and Replacement per City Specifications
    - ii. Black Dirt (3"0 and Grass Restoration (Straw Mat)
    - iii. Sidewalk Replacement per City Specifications (Estimated at 4' X 10')

The City will be providing the following components of the installation:

1. Hydrants and Standpipes
2. Mega-Lugs, Gaskets, and T-Bolts for city supplied components
3. 6" Gate Valves
4. All components for the Gate Valve Box and Valve Box Standpipe

Contractor will need to provide the following components:

1. 4" X 6" Reducing couplings, may be required for connecting to existing hydrant lead
2. Concrete Blocking Material
3. Clear Washed Rock
4. Geotextile Fabric
5. Site Restoration Materials

Quote Process:

1. Quotes will be lump sum for all related labor and material costs
2. Projected project completion date: October 25<sup>th</sup>, 2019
3. Quotes will be received until 2 pm August 14<sup>th</sup>. Please fill out the quote form provided and return to [publicworks@ci.bayport.mn.us](mailto:publicworks@ci.bayport.mn.us) or mail to City of Bayport, c/o Matt Kline, 294 No 3<sup>rd</sup> St, Bayport MN 55003
4. Please contact Matt Kline, PW Director, for site visits if needed.

Quote Form  
Hydrant Replacement - City of Bayport

Lump Sum Quote for Project: 17,500<sup>00</sup>

Company Name: Capras Utilities Inc

Signed: Mik Cyra  
Contractor

Date: 8-1-19

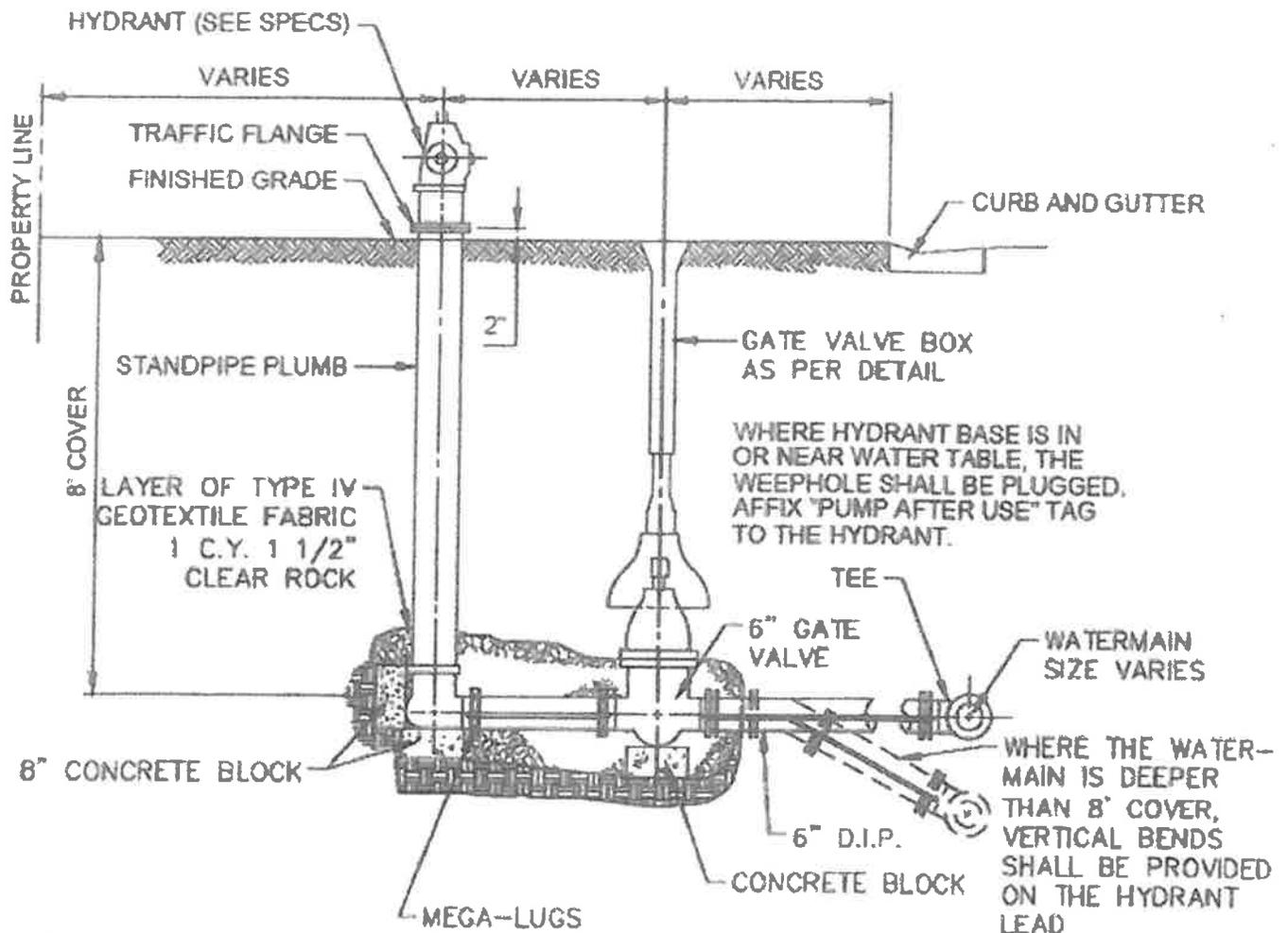
HYDRANTS SHALL BE AS REQUIRED BY SPECIFICATIONS

- FACTORY PAINTED (COLOR AS PER SPECIFICATIONS) TO GROUND LINE
- TRAFFIC FLANGE
- 8 FOOT MIN. BURY
- ALUMINUM PLATE TO DENOTE BURY DEPTH
- STEAMER, NOZZLES AND THREAD PER SPECS.
- PENTAGON NUT TYPE, CAPS WITH CHAINS
- CONDUCTIVITY IS REQUIRED (DO NOT TEST CONDUCTIVITY THROUGH OPERATING NUT)

PROVIDE PERMANENT MARKINGS WHICH INDICATE:

- MANUFACTURER'S NAME
- YEAR OF MANUFACTURE

HYDRANTS GENERALLY LOCATED 5 FEET BEHIND BACK OF CURB.  
HYDRANT LEADS SHALL BE EQUIPPED WITH AUXILIARY GATE VALVES  
LOCATED NEAR THE HYDRANT (BETWEEN CURB & HYD).  
VALVES SHALL BE TIED TO HYDRANT AND TEE.



NTS



## HYDRANT AND GATE VALVE INSTALLATION

Revised:  
Oct. 2016  
SEH Plate No

WAT-01

**Matt Kline**

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**From:** Steve St. Claire <pmillerexc@aol.com>  
**Sent:** Wednesday, August 14, 2019 8:09 PM  
**To:** Matt Kline  
**Subject:** Hydrant Replacement Proposal

Matt – I saw this was stuck in my outbound emails from this afternoon. Please confirm that you received this.

**Hydrant Replacement Proposal  
Bayport, MN**

**206 5<sup>th</sup> St S**

Traffic Control  
Remove Existing Hydrant  
Connect to Existing 4" Water main  
Install City Provided Hydrant & Gate Valve w/ Box  
Install 1.5" Bedding Rock & Geotextile Fabric  
Backfill w/ Material Onsite  
Topsoil & Seed Disturbed Area  
**TOTAL HYDRANT #1 \$5,960.00**

**408 7<sup>th</sup> St N**

Traffic Control  
Remove Existing Hydrant  
Connect to Existing 4" Water main  
Install City Provided Hydrant & Gate Valve w/ Box  
Install 1.5" Bedding Rock & Geotextile Fabric  
Backfill w/ Material Onsite  
Topsoil & Seed Disturbed Area  
**TOTAL HYDRANT #2 \$5,960.00**

**868 6<sup>th</sup> St N**

Traffic Control  
Sawcut Asphalt & Concrete  
Remove Asphalt & Concrete  
Remove Existing Hydrant  
Connect to Existing 4" Water main  
Install City Provided Hydrant & Gate Valve w/ Box  
Install 1.5" Bedding Rock & Geotextile Fabric  
Backfill w/ Material Onsite  
Patch Concrete  
Patch Asphalt  
Topsoil & Seed Disturbed Area  
**TOTAL HYDRANT #3 \$8,040.00**

**Steve St. Claire**  
President | **Miller Excavating, Inc.**



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

Name of organization Afton Bayport Lakeland Lions Club		Date organized 04/2015	Tax exempt number 47-4524790
Address PO Box 762	City Lakeland	State MN	Zip Code 55043
Name of person making application Kim McRunnel		Business phone 651-439-7434	Home phone 651-500-8266
Date(s) of event September 21, 2019	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input checked="" type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name Steven McRunnel	City Lakeland	State MN	Zip Code 55043
Organization officer's name Dennis Kelly	City West Lakeland	State MN	Zip Code 55082
Organization officer's name Vicki Slagle	City Bayport	State MN	Zip Code 55003
Organization officer's name Angie Hallaway	City Woodbury	State MN	Zip Code 55129

Location where permit will be used. If an outdoor area, describe.  
 Lakeside Park, Pavillion in Bayport

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
 Lions Club International \$1,000,000

**APPROVAL**

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

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

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

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

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

*pd \$50.00 Fee 8/22/19 (M)*



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

**City of Bayport**  
**SPECIAL EVENT APPLICATION**

CITY OF BAYPORT  
 AUG 22 2019

**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: Joseph Reding  
 Organization/Business Name: Scout's BSA Troop 113 / Cub Scout Pack 113  
 Main Phone Number: 651 303 6054 Alternate Phone Number: 651 439 8396  
 Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: Bayport, MN 55003

**Event Information**

Name or title of event: Pumpkin Sale / Wreath Sale

Start Date: 9/28/19 11/23/19 Time: 9:00 setup 10:00 sale  
 End Date: 9/28/19 11/23/19 Time: 3:00 sale ends 4:00 clean up ends

Estimated attendance: \_\_\_\_\_  Private; invite only  Public; community festival

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

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.

If the weather is bad we will put up a shelter



## St. Croix Prep Invitational Cross Country Meet

Date: Thursday, October 10th, 2019

Location: Barker's Alps Park, 901 5th Ave N; Bayport, Minnesota 55003 (Across from Bayport Fire Station)

Teams: St. Croix Prep, St. Croix Lutheran, Trinity, Math & Science Academy, Christ Household of Faith

### Race Schedule:

4:00pm - Coaches Meeting

4:30pm - Girls Varsity 5k (Up to 10 runners)

5:00pm - Boys Varsity 5k (Up to 10 runners)

5:30pm - Combined Boys / Girls JV 5k (Unlimited Runners)

6:15pm - Varsity Top 5 and Team Results, Wrap-Up

\*\*\*We will not be purchasing chip timing for this event. Rather coaches are responsible for their runners finishing times. However, time will be recorded for the Top 5 varsity girl and boy runners. Varsity Girls and Boys individual and team results will be determined by the Chute Monitor, who will keep the runners in place after crossing the finish line, and the Race Recorder, who will hand out numbers as runners finish and keep records.



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

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Date: September 3, 2019

To: Mayor and City Council  
Adam Bell, City Administrator

From: Matt Kline, Public Works Director

Re: Award of quote to replace a culvert on 5<sup>th</sup> Avenue South

### ***BACKGROUND***

During this year's flood event, the culvert located on 5<sup>th</sup> Ave. S., near the Bayport Marina entrance, collapsed and caused a sinkhole in the road. Due to the high water for a majority of the summer, staff was only recently able to uncover the culvert ends to allow for inspection, and make plans for a replacement at the existing elevation level.

Staff solicited quotes from four local contractors, but only received one quote from Miller Excavating, which is attached. Multiple contractors indicated that they were backlogged and therefore would not be able to provide a quote. Miller's quote is reasonable when compared to the engineer's estimate and the current workload contractors seem to be facing.

### ***RECOMMENDATION***

Staff recommends the City Council award the quote to Miller Excavating in the amount of \$19,938.75 to replace the culvert.

SEH Cost Estimate  
 5th Avenue South Flood Damage Repair  
 Bayport, Minnesota  
 August 2019

				TOTAL PROJECT	
LINE NO.	ITEM	UNIT	UNIT PRICE	ESTIMATED QUANTITY	TOTAL COST
1	TRAFFIC CONTROL	LS	\$ 1,500.00	1	\$ 1,500.00
2	MOBILIZATION	LS	\$ 1,500.00	1	\$ 1,500.00
3	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	\$ 3.00	40	\$ 120.00
4	REMOVE BITUMINOUS PAVEMENT	SY	\$ 5.00	45	\$ 225.00
5	REMOVE EXISTING CULVERT	EACH	\$ 500.00	1	\$ 500.00
6	REPAIR ROAD WASH-OUT	LS	\$ 3,000.00	1	\$ 3,000.00
7	SILT FENCE	LF	\$ 3.00	50	\$ 150.00
8	EROSION CONTROL BLANKETS CATEGORY 3N	SY	\$ 1.50	75	\$ 112.50
9	SEEDING WITH MN/DOT MIX 25-141	SY	\$ 1.50	75	\$ 112.50
10	RIP RAP	CY	\$ 150.00	6	\$ 900.00
9	GEOTEXTILE FILTER (MN/DOT 3733)	SY	\$ 3.00	29	\$ 87.00
11	AGGREGATE BASE, CLASS 5	TON	\$ 26.00	35	\$ 910.00
12	TYPE SP 9.5 WEAR COURSE MIX 3.5" (2,B) (PATCH)	SY	\$ 42.00	45	\$ 1,890.00
13	18" RCP SEWER DES 3006 CL V	LF	\$ 54.00	38	\$ 2,052.00
14	18" RCP APRON W/TRASH GUARD	EACH	\$ 675.00	2	\$ 1,350.00
<b>SUBTOTAL</b>					<b>\$ 14,409.00</b>
<b>CONSTRUCTION CONTINGENCY (20%)</b>					<b>\$ 2,881.80</b>
<b>CONSTRUCTION TOTAL</b>					<b>\$ 17,290.80</b>



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

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## 5<sup>th</sup> Ave South Culvert Replacement RFQ

The City of Bayport is requesting quotes for the replacement of a culvert on 5<sup>th</sup> Ave South within the City of Bayport. The current culvert has failed and a washout has formed above the culvert. The City Engineer has supplied a detailed quantities list for the project along with a single plan sheet for the culvert work and bituminous repair work. Please see attached. A site photo has also been provided with a red line indicator showing the current position of the culvert.

### General Description of the project as follows:

- Removal of existing culvert
- Culvert replacement
- Bituminous Patch Work

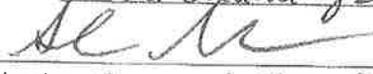
### Quote Process:

1. Quotes will be **lump sum** for all related labor and material costs. Quantity list unit prices on the engineer form does not need to be filled out.
2. **Labor Costs need to be prevailing wage as this project is partially funded with FEMA funds.**
3. Projected project completion date: October 25<sup>th</sup>, 2019
4. Quotes will be received until 1 pm Thursday, August 29th. Please fill out the quote form provided and return to [publicworks@ci.bayport.mn.us](mailto:publicworks@ci.bayport.mn.us) or mail to City of Bayport, c/o Matt Kline, 294 No 3<sup>rd</sup> St, Bayport MN 55003
5. Please contact Matt Kline, PW Director, for site visits if needed.

Quote Form  
5<sup>th</sup> Ave So Culvert Replacement - City of Bayport

Lump Sum Quote for Project: \$ 19,938.75

Company Name: Miller Excavating Inc.

Signed:  Date: 8/29/19

Contractor Stephen St. Claire, President



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

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Date: August 20, 2019

To: Mayor and City Council

From: Matt Kline, Public Works Director  
Adam Bell, City Administrator  
Sara Taylor, Assistant City Administrator/Planner

RE: Consider the vacation of a portion of 7<sup>th</sup> Avenue North adjacent to Croixdale

### ***BACKGROUND***

In October 2018, the property owner of 798 3<sup>rd</sup> St. N. commissioned Barry Stack to complete a land survey of their property, in preparation of a proposed deck addition. At this time, it was discovered that the property line along 7<sup>th</sup> Ave. N. is only a few feet from the existing house, leaving no room for the deck. Staff has since been working with the surveyor, property owner, and Croixdale to identify possible solutions to address the property line discrepancy.

Due to previous inaccurate survey work, the Croixdale property extends into the 7<sup>th</sup> Ave. N. right-of-way, and subsequently, the street encroaches onto the properties to the south. There are multiple areas within Bayport where surveyed property lines do not correlate to where buildings are currently placed on the property, as is the case for properties from 7<sup>th</sup> Ave. N. to 6<sup>th</sup> Ave. N. (see attached map). To correct this and allow the property owners of 798 3<sup>rd</sup> St. N. to proceed with their proposed deck project, staff is recommending the following:

- City will acquire 30' from Croixdale on the north side of 7<sup>th</sup> Ave. N.
- City will vacate 30' on the south side of 7<sup>th</sup> Ave. N.
- City will acquire a 10' utility easement for utilities and drainage on a portion of the vacated south side of 7<sup>th</sup> Ave. N. (a water main is located in this area)

These actions will relocate the entire right-of-way 30' to the north, in line with the current city street and likely in the original location of the first survey, and allow property lines to the south to be realigned to correct past mistakes. It will be the responsibility of the property owners to work with Barry Stack to realign their property lines accordingly.

Per Minnesota Statute, street vacations must be "in the interest of the public" to be granted. Given that the realignment corrects a surveying error and correlates with the existing city street and houses, staff believes this serves the "interest of the public". As a condition of the vacation, a utility and drainage easement will be recorded on a portion of the vacated city right-of-way, adjacent to 787 5<sup>th</sup> St. N. and 798 3<sup>rd</sup> St. N.

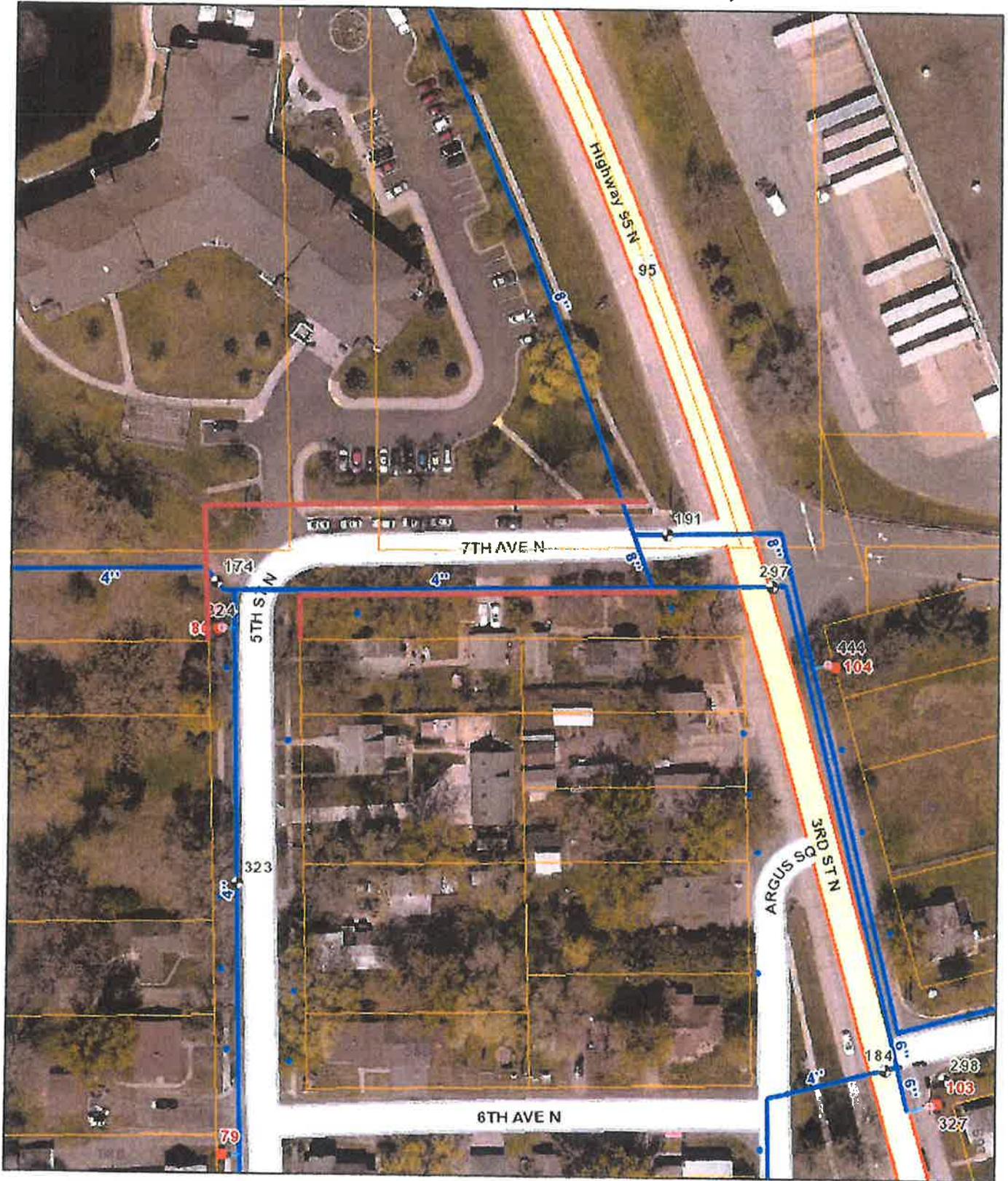
### ***RECOMMENDATION***

Staff recommends the City Council adopt a resolution vacating a portion of 7<sup>th</sup> Ave. N. right-of-way, as Described. Pursuant to state statute, a 4/5 vote is required.

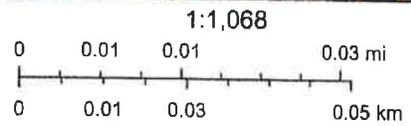
#### Attachments:

Map of proposed property lines  
Certificate of survey  
Resolution for street vacation

# Proposed Property Line Changes (Red Line) - 7th Ave No



August 21, 2019



# CERTIFICATE OF SURVEY

Desc. Prepared For:

The City of Bayport  
294 North Third Street  
Bayport, MN 55003

**BARRETT M. STACK**  
**STILLWATER, MINN. 55082**  
**MINNESOTA REGISTERED**  
**LAND SURVEYOR**  
(651) 439-5630

Desc. Prepared By:

Stack Land Surveying  
9090 North Fairy Falls Road  
Stillwater, MN

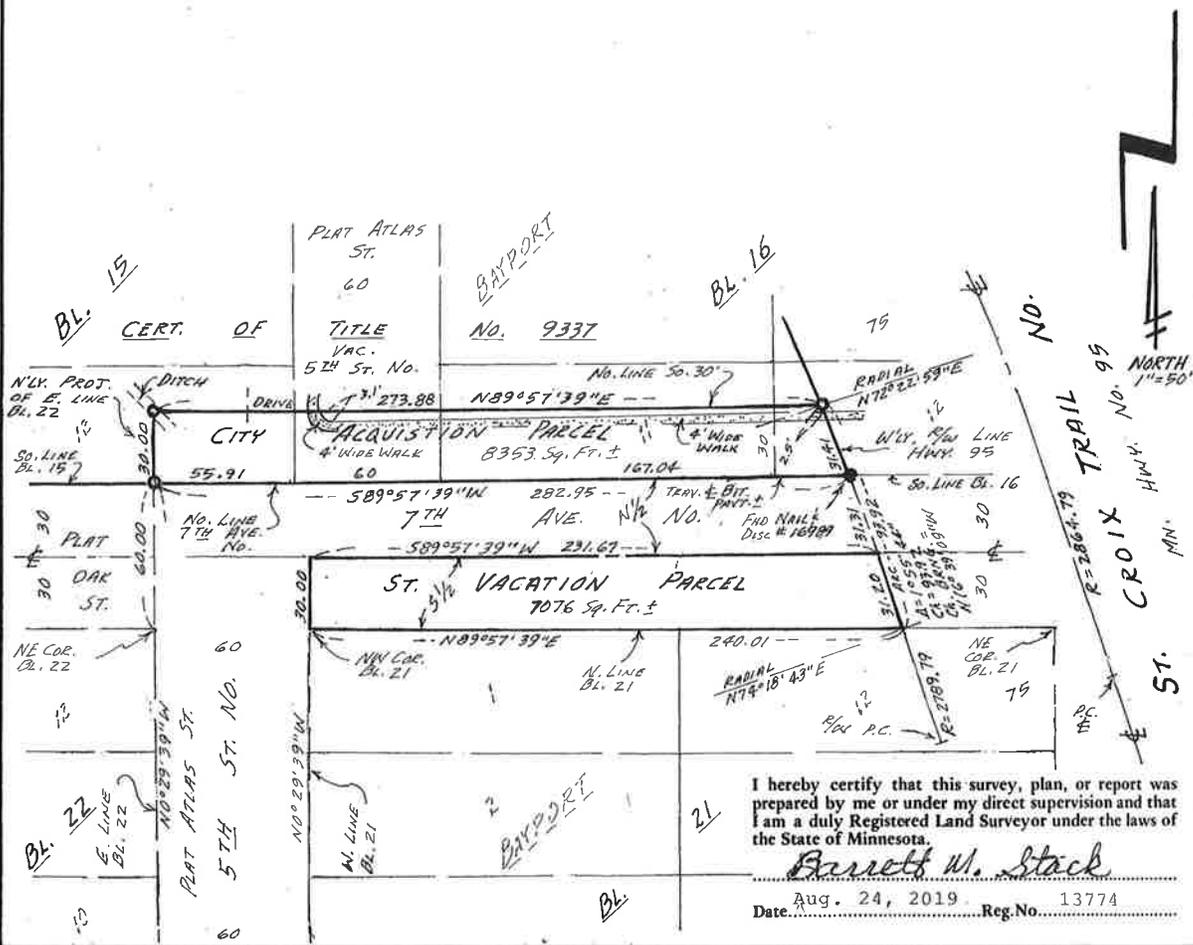
Proposed Street Vacation Parcel Description:

All that part of the South one-half of 7th Avenue North (platted Oak Street) as shown on the recorded Plat of BAYPORT, (formerly South Stillwater, lying westerly of the westerly right of way of St. Croix Trail North, (a.k.a. Minn. Hwy. No. 95), and lying easterly of a northerly projection of the westerly line of Block 21 of said plat of BAYPORT, Washington County, Minnesota.

Proposed City of Bayport Acquisition Parcel: (Part of the Overall Parcel as Described on Cert. of Title No. 9337, Wash. Co. records)

All that part of the South 30.00 feet of Blocks 15 and 16, lying Westerly of Trunk Highway No. 95, of BAYPORT (formerly South Stillwater) and all that part of the South 30.00 feet of that part of former Fifth Street North, now vacated, lying north of the north line of Seventh Avenue North, all of said South 30.00 feet being and lying easterly of a northerly projection of the easterly line of Block 22 of BAYPORT, all in Washington County, Minnesota.

**NOTES:** Orientation of this bearing system is an assumed datum.  
 o Indicates No. 13774 iron monument set.  
 ● Indicates monument found as noted.  
 "±" Indicates described or platted centerline.  
 All visible street improvements are southerly of the 4' walk shown hereon.  
 Fee conveyance of the Proposed City of Bayport Acquisition Parcel will require the review and approval of the Washington County Registrar of Titles.  
 There are currently no visible street improvements located on the Proposed Street Vacation Parcel.  
 Centerline and right of way alignment utilized in this survey is as supplied by MnDOT.



I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

*Barrett M. Stack*

Date: Aug. 24, 2019 Reg. No. 13774

RESOLUTION NO. \_\_\_\_\_

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF  
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD SEPTEMBER 9, 2019**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 9<sup>th</sup> day of September, 2019 at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**A RESOLUTION AUTHORIZING THE VACATION OF A PORTION OF PLATTED SEVENTH  
AVENUE NORTH**

BE IT RESOLVED by the City Council (the "Council") of the City of Bayport, Minnesota (the "City"), as follows:

WHEREAS, the City is considering the vacation of a portion of platted Seventh Avenue North, legally described as all that part of the South one-half of 7th Avenue North (platted Oak Street) as shown on the recorded plat of Bayport (formerly South Stillwater), lying westerly of the westerly right of way of St. Croix Trail North (a.k.a. Minn. Hwy. No. 95), and lying easterly of a northerly projection of the westerly line of Block 21 of said plat of Bayport, Washington County, Minnesota (the "Vacated Property"); and

WHEREAS, the purpose of the vacation is to allow for the realignment of property lines to encompass the current city street as built and correct past survey work that was incorrect; and

WHEREAS, pursuant to Minnesota Statutes, Section 412.851, as amended (the "Act"), a public hearing to consider the vacation was held as of the date hereof before this Council, after due publication and posted notice had been given, as well as personal mailed notice to all affected property owners, and all interested and affected persons were given an opportunity to be heard at the hearing; and

WHEREAS, pursuant to the Act, any vacation of public property shall not be made unless it appears in the interest of the public to do so; and

WHEREAS, this Council in its discretion finds the proposed vacation will benefit the public interest because:

1. The Vacated Property is not necessary to maintain any public purpose.
2. The City does not perform maintenance on the Vacated Property.
3. Presbyterian Homes & Services, the record owner of the Croixdale property located at 750 Hwy. 95 North, has proposed to transfer approximately 30 feet of property to the City located immediately to the north of the Vacated Property, for the purpose of realigning the northern portion of 7th Avenue North, so the City will continue to have sufficient right-of-way covering 7th Avenue North.
4. Granting the vacation as described in this Resolution will allow the City and affected property owners to correctly realign property lines that are currently misrepresented due to past surveying errors.

WHEREAS, for all of the above reasons, this Council finds, by the four-fifths vote required under the Act, that the vacation of the Vacated Property does not have a detrimental effect upon the health, safety, morals and general welfare of the City.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bayport, Minnesota, as follows:

1. The Vacated Property is hereby vacated by the City. Ownership of the Vacated Property will revert back to the underlying fee title owners upon compliance with all of the requirements of this Resolution.
2. The Public Works Director has advised this Council that a Public Drainage and Utility Easement Agreement is necessary to be retained by the City over the Vacated Property. The City will therefore cooperate with the affected property owners to execute the easement agreement, and this Resolution shall be presented for filing with the Washington County Recorder or Washington County Registrar of Titles, as the case may be, in conjunction with the recording of the easements and the transfer of the aforementioned Croixdale property to the City.
3. The Mayor and the City Administrator is authorized and directed to execute all such other documents and make such other determinations or actions as are necessary to complete this transaction, all as contemplated by the Act.

This Resolution is adopted by the City Council of the City of Bayport, Minnesota, this 9<sup>th</sup> day of September, 2019.

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Susan St. Ores, Mayor

ATTEST:

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Adam Bell, City Administrator



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

---

Date: August 28, 2019

To: Mayor and City Council

From: Adam Bell, City Administrator  
Sara Taylor, Assistant City Administrator/Planner

Re: Update on the purchase of real property for a Land and Water Legacy project and execution of conservation easement consistent with the approved Washington County acquisition agreement

### ***BACKGROUND***

The Washington County Land and Water Legacy Program (LWLP), works with landowners and organizations to purchase and conserve land in its natural condition. For the last 5 years, the city and county have been working together on LWLP project in Bayport to acquire and conserve 11 contiguous acres on the St. Croix River. The landowners involved with the project came forward with an interest to sell and a desire to conserve and protect the land for public use.

In 2018, the county authorized \$745,000 in LWLP funds to be expended toward this project. The city also secured two grants from the Department of Natural Resources in the amount of \$500,000 and a private donation of \$550,000 for the land acquisition. Together, these three sources are providing the funding to facilitate purchase of the land for this exciting conservation initiative, which was approved by the City Council on May 20. At this meeting, the City Council also authorized completion of a Phase I Environmental Site Assessment and a Phase I Archeological Survey, to comply with state funding and grant requirements. The findings of both studies do not indicate any known contaminants or artifacts of significance. As a result, the city is now authorized to proceed with executing a conservation easement consistent with the Washington County acquisition agreement, which was approved and signed by the city on September 24, 2018 and schedule a closing date for the land acquisition.

Attached, please find a draft of the conservation easement prepared by Washington County, which is consistent with other LWLP projects in the county to conserve land for park and recreation areas. Pursuant to the site map, potential future improvements may include relocation of the city's public boat launch and parking area, trail system, picnic and restroom shelter. This easement will be discussed at the September 9 City Council meeting and the September 17 Washington County Board meeting. Following approval, it will be recorded against the property. A late September/early October closing date is anticipated for the land acquisition.

### ***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving the execution of a conservation easement consistent with the approved Washington County acquisition agreement for the LWLP project.

**Proposed Rights and Restrictions for a  
Conservation Easement for City of Bayport**

Industrial use	Prohibited
Agricultural use	Prohibited
Residential use and development	Prohibited
Division of property	Prohibited
Development rights	Transfer of development rights to another property is prohibited.
Utilities	Prohibited except as needed to carry out activities permitted by the conservation easement and master plan and in accordance with the State grant agreement terms.
Rights of way	New rights of way across the property are prohibited except with prior written approval of the County.
Structures and improvements	No new structures allowed except as described in the Reserved Rights section providing for structures for streambank stabilization, water quality improvement, shore fishing, transient dockage, walk-in boat launching, canoe/kayak racks, a permeable connector walking path or trail, nature observation, a public river overlook and a new restroom/picnic shelter, if part of the Master Plan.
Trails	A new permeable connector walking path or trail may be developed and maintained across the property as described in a Master Plan.
Signs	No billboards or signs are allowed, except for signs related to informational or interpretive purposes with some design restrictions to assure the natural and scenic qualities of the property are not diminished.
Roads and parking areas	No new roads are allowed without the approval of the County. Existing roads may be maintained without approval, but may not be widened, expanded, or relocated without County approval. Exceptions are allowed for development of a public boat launch and parking areas as indicated in the Reserved Rights section.
Mining	Prohibited

Commercial use	Limited to minimal recreation purposes
Surface alternation	Alteration of the natural topography or surface of the land is prohibited, except in conjunction with activities allowed by the easement. This provision does not include or prohibit creation, maintenance restoration or enhancement of wildlife habitat or native biological communities under an approved management plan.
Habitat and tree stewardship	Stewardship of natural vegetation to maintain and improve habitat values is allowed, subject to an approved management Plan. All natural resource management will be for the primary purpose of maintaining the ecological stability, integrity and/or resiliency of the property.
Water	Alteration of shorelines, water bodies and wetlands or actions detrimental to water quality is prohibited. Any alteration or creation of wetlands or water bodies must be undertaken in accordance with an approved management plan.
Dumping	Dumping or accumulation of trash or other unsightly material is prohibited.
Vehicles	Motorized vehicles may be operated with the consent of the City on trails, the road, the parking lot and boat launch designated for their use. Limited off-road use of motorized vehicles is allowed only in conjunction with limited recreation use, tree/habitat management, restoration or enhancement; otherwise prohibited.

## **CONSERVATION EASEMENT**

This is a CONSERVATION EASEMENT granted by the City of Bayport (the “City”) to the County of Washington (the “County”), a political subdivision of the State of Minnesota, subject to the following terms and conditions.

### **I. BACKGROUND**

#### **A. City of Bayport**

The City of Bayport is the owner of approximately 11 acres of real property, herein referred to as “Protected Property” in Washington County, Minnesota, legally described in Exhibit A and generally depicted on the “Property Map” in Exhibit B. Both exhibits are attached to this conservation easement (the “Easement”) and incorporated herein by this reference.

#### **B. County of Washington**

The County of Washington is a political subdivision of the state that is qualified to acquire and hold conservation easements under Minnesota Statutes Chapter 84C and Section 170(h)(3) of the Internal Revenue Code and related regulations.

#### **C. Protected Property**

The Protected Property (Washington County PIDS: 1102920210003, 1102920210004, 1102920210005, 1102920210006) is a rectangular-shaped piece of wooded land with open space hosting 665 feet of gradually sloping shoreline on Lake St. Croix and the St. Croix River. It is located south of Andersen Corporation property, east of downtown Bayport, east of the coal railroad line and Andersen parking lot and four parcels north of Lakeside Park.

The topography of the Protected Property slopes gently from the western to the eastern edge of the property, from approximately 690 feet to 676 feet in elevation. The shoreline along the river is firm, with a drop of about 6-10 feet. This low elevation provides unusual water access along a river in which much of the shoreline has 100-foot bluffs.

The four contiguous parcels with three different sets of owners became available for protection simultaneously. The northernmost two parcels are largely filled with dense upland hardwoods, with mature hardwoods near the river. The third parcel is lightly wooded between the residence and river and the western side is dense upland hardwood. The fourth parcel is mostly open with a few scattered trees offering a good view of the river; the west portion is nicely wooded with dense upland hardwoods. Plant communities will be assessed as part of the development of the management plan and protected as appropriate.

A Rare and Endangered Species review found the following present: Peregrin Falcon, Gilt Darter, Colonial Waterbird Nesting Site, Round Pigtoe, Blue Sucker, Mudpuppy, Lake Sturgeon, Pstolgrip, Higgins Eye, Paddlefish, Butterfly, Spike, Purple Wartyback and Mucket.

Parcels along the St. Croix River are High Priority Conservation Areas for the County's Land and Water Legacy Program. The Protected Property is also located on the St. Croix National Scenic Riverway, a unit of the National Park System established by the Wild and Scenic Rivers Act in 1968.

Environmental intrusions found on the property include electrical service. Municipal sewer and water are not currently available on these properties. Parcel 1 has a never-used septic system. Parcel 3 has a private well, septic and gas. Parcel 4 has private well, septic and LP gas. There is currently a private driveway easement leading from the NW corner of the property through the first and second parcels to a house on the third parcel. On Parcel 4, there is a private road extending from a public street onto the property. There is a parking lot and railroad line located directly west of the properties. There are two 12x12 sheds on the second northernmost parcel. A 1940s home with an enclosed garage is on Parcel 3. A 1901 home is located on Parcel 4. The project will result in the removal of all current buildings on the property.

#### **D. Conservation Values**

1. Collectively and individually the following natural, scenic and ecological qualities and the open space character of the Protected Property comprise its "Conservation Values." There is public value in conserving the following aspects of the property with this Conservation Easement:
  - a. The protection of this property will return this property, previously subject to commercial and residential uses, to a less developed state and enhance its natural character, contributing to a larger complex of open space along the St. Croix River within the City of Bayport and in the St. Croix Valley. It provides scenic and open space views that are a pleasing contrast to surrounding development and industry and will be enjoyed by the general public through use as a park and passive recreational space.
  - b. The ecosystem services provided by this property include a river flyway and passageway for animals, evapotranspiration services, and water filtration services.
  - c. The protection of this property contributes to a larger scale effort to expand native plantings, secure soil and habitat, provide ecological connectivity and support biological diversity in the St. Croix River Watershed.
  - d. The protection of this property helps protect an area with trees, resulting in improved air quality, reduced runoff and transpiration.
  - e. The protection of this property improves surface and ground water resources by limiting the physical degradation typically caused by development processes and residential living, reducing the volume of surface water runoff and flooding through improved filtration, and enhancing the ecosystem's ability to reduce and breakdown concentrations of substances produced by society.
  - f. The protection of this property re-opens the riverfront and prevents privatization of access to this segment of the St. Croix River, significantly expanding the ability of the community and other guests to enjoy an easy entry point to the river.
2. These Conservation Values of the Protected Property are further set forth in the Baseline Property Report dated August 17, 2019 that the parties acknowledge accurately represents the present condition of the Protected Property. Each of the parties has a copy of the Baseline Property Report. The County will use the Baseline Property Report as the basis for monitoring subsequent uses of the Protected Property and enforcing the terms of this Conservation Easement.

3. These Conservation Values have not been and are not likely to be significantly impaired by the continuous use of the Protected Property as described above or as authorized in this Conservation Easement.
4. The preservation and protection of these Conservation Values will provide significant benefit to the public.

#### **E. Conservation Policy**

Preservation of the Protected Property will further the governmental policies established by the following:

1. The Federal Government allows the County of Washington to acquire and hold easements through Section 170(h) (3) of the Internal Revenue Code of 1986, including any amendments and regulations promulgated thereunder.
2. The State of Minnesota through Statute Chapter 84C authorizes the State and political subdivisions thereof, as well as nonprofit organizations to preserve, acquire or hold lands for open-space uses, which specifically include farmland, wetlands, native or restored prairie, or lands deemed critical to protecting soil, water quality, and enhancing fish and wildlife habitat; and that actions pursuant to these purposes are for the public health, safety, and general welfare of the citizens of the State of Minnesota and for the promotion of sound land development by preserving suitable open spaces.
3. The Minnesota Environment and Natural Resources Trust Fund (ENRTF) is a permanent fund constitutionally established by the citizens of Minnesota to assist in the protection, conservation, preservation, and enhancement of the state's air, water, land, fish, wildlife, and other natural resources. Currently, 40 percent of net Minnesota State Lottery proceeds are dedicated to building the Trust Fund and ensuring future benefits for Minnesota's environment and natural resources. ENRTF funds for this project traveled through:
  - The State of Minnesota Department of Natural Resources' Outdoor Recreation grant program established in [Minnesota Statutes 85.019](#) to increase and enhance outdoor recreation facilities in local and community parks throughout the state; and
  - The State of Minnesota Department of Natural Resources' Natural and Scenic Areas grant program established in [Minnesota Statutes 85.019](#) to increase and enhance natural and scenic areas such as bluffslands, prairies, shorelands, wetlands, and wooded areas.
4. The [2014-2018 State Comprehensive Outdoor Recreation Plan \(SCORP\)](#) provides Minnesota's outdoor recreation policy plan establishing outdoor recreation priorities that guides use of these funds to assess the natural resource qualities of the site such as endangered, threatened, rare or special concern species or communities, high quality native terrestrial or aquatic ecosystems, ecological viability, outstanding geological or physiographic features, protection of water quality and potential vulnerability to exotic species. Scenic qualities such as bluffslands or other elevated terrain that afford an opportunity for viewing scenic vistas, viewing unique natural features, viewing unique historical or cultural features, and shoreland properties that offer scenic vistas across lakes or streams are also considered. Other review components include adjacent lands, educational and scientific values, open space and historical/cultural values and local government commitment.
5. The Minnesota Statewide Conservation and Preservation Plan, 2008, which promotes the protection of priority land habitats, critical shorelands and private shorelands via economic incentives and other tools, including conservation easements.
6. The Washington County Board of Commissioners through adoption of Ordinance 175 Acquisition of Development Rights has declared that public open-space benefits result from the protection and conservation

of natural areas including the protection of scenic areas for public visual enjoyment from public rights-of-way; that the conservation and protection of restored natural areas as valued natural and ecological resources provide needed open spaces for clean air and clean water as well as for aesthetic purposes; that public benefit will result from the conservation, protection, management and improvement of natural areas; and that the preservation of open-space is vital to the public interest of Washington County through its economic, environmental, cultural and scenic benefits.

7. The Washington County Land and Water Legacy Program, created through a 2006 voter referendum, funds projects that improve water quality of rivers, lakes and streams; protects drinking water sources; purchases parkland; preserves wetlands and woodlands; and protects land along water bodies from development.

8. The *Geologic Atlas of Washington County* assigns the Protected Property - as it relates to the Water-Table System which contains the uppermost groundwater resource - a susceptibility rating of "very high." It assigns the Protected Property - as it relates to the Prairie du Chien-Jordan Aquifer - a susceptibility rating of "high-moderate sensitivity" of ground water systems to pollution, meaning that pollutants in this area can reach the ground water in several years to a decade.

9. The City of Bayport's Comprehensive Plan has established goals to protect, enhance and improve public access to the St. Croix River as a natural open space system and recreation resource. The City's Master Trail Plan recognizes the need for support functions and sites for access to the river. The Protected Property will provide opportunities for walking, picnicking, river valley views, fishing and watercraft access/recreation.

#### **F. Conservation Intent**

The City and County are committed to protecting and preserving the Conservation Values of the Protected Property in perpetuity. Accordingly, it is their intent to create and implement a conservation easement that is binding upon the City and all future owners of the Protected Property and that conveys to the County the right to protect and preserve the Conservation Values of the Protected Property for the benefit of this generation and generations to come.

#### **G. Funding**

Funding for the acquisition and easement placement on these parcels came from the following five sources:

- The State of Minnesota Department of Natural Resources' Outdoor Recreation grant program contributed \$150,000 toward the cost of this land acquisition.
- The State of Minnesota Department of Natural Resources' Natural and Scenic Areas grant program contributed \$350,000 toward the cost of this land acquisition.
- The City of Bayport contributed \$25,000 for the Phase I Environmental Assessment and Phase I Archeological Study.
- Washington County contributed \$745,000 from its Land and Water Legacy Program.
- A private donation from Andersen Corporation to the City of Bayport contributed \$550,000 to this land acquisition and related costs.

In order to comply with the Department of Natural Resources Project Agreement OR19-003 NS19-001, the following restrictions are imposed on the property described in Attachment C to that agreement:

- The property shall be managed and maintained consistent with the purpose and type of property acquired using appropriate management practices to protect the natural and/or scenic resources.

- The City shall not at any time convert any portion of this property to uses other than permitted in this Conservation Easement without the prior written approval of the State acting through its Commissioner of the Department of Natural Resources.
- In accordance with Minnesota statute 116P.15, this interest in real property shall be administered in accordance with the terms, conditions, and purposes of the grant agreement or work program controlling the acquisition of the property. The interest in real property, or any portion of the interest in real property, shall not be sold, transferred, pledged, or otherwise disposed of or further encumbered without obtaining the prior written approval of the Legislative Citizens Commission on Minnesota Resources or its successor. If the holder of the interest in real property fails to comply with the terms and condition of the grant agreement or work program, ownership of the interest in real property shall transfer to the State.

## **II. CONVEYANCE OF CONSERVATION EASEMENT**

### **A. Conveyance**

The City in consideration of the facts recited above, the mutual covenants contained herein and other good and valuable consideration and pursuant to Minnesota Statutes Chapter 84C, and other applicable Minnesota laws, does hereby grant and convey to the County, its successors or assigns, forever, a Conservation Easement in perpetuity over the Protected Property subject to the following rights, terms and restrictions.

### **B. Conservation Values and Purposes**

The Conservation Purpose of this Conservation Easement is to preserve and protect in perpetuity the Conservation Values of the Protected Property and the Public Benefit of this Conservation Easement identified in sections I.D. and II. C. by confining the development, management and use of the Protected Property to activities that are consistent with the preservation of these Conservation Values, by prohibiting activities that significantly impair or interfere with these Conservation Values, and by providing for remedies in the event of any violation of this Conservation Easement. These Conservation Values have not been and are not likely to be adversely affected to any substantial extent by the continued use of the Protected Property as authorized below or by the use, maintenance, or construction of those structures and improvements that presently exist on the Protected Property or that are authorized below.

### **C. Public Benefit**

This Conservation Easement is specifically intended to provide a significant public benefit by furthering the following recreational and conservation purposes:

1. Protects and enhances a significant natural area in the City of Bayport.
2. Provides public open space and a walking trail system near the downtown of the City of Bayport.
3. Reduces impervious surface where possible.

## **III. AFFIRMATIVE RIGHTS**

In order to accomplish the Conservation Purposes of this Conservation Easement and to preserve and protect the Conservation Values of the Protected Property the City conveys to the County and its successors or assigns the following rights.

### **A. Right of Enforcement and Remedies**

The County has the right to enforce by proceedings at law or in equity the covenants contained in this Conservation Easement. This right includes, but shall not be limited to, the right to bring an action in any court of competent jurisdiction to enforce the terms of this Conservation Easement; to require the restoration of the Protected Property to its prior or more natural condition; to enjoin such non-compliance by temporary or permanent injunction; and to recover any damages arising from such non-compliance. Such damages when recovered may be applied by the County in its discretion to corrective action on the Protected Property, if necessary. If such court determines that the City, its successors, liens, or assigns, has failed to comply with this Conservation Easement, City, its successors, liens, or assigns, shall reimburse County for any reasonable costs of enforcement including costs of restoration, court costs, and reasonable attorney's fees in addition to any other payments ordered by such court. These remedies are cumulative and available without requiring the County to prove actual damage to the Conservation Values and Conservation Purposes of the Protected Property. The County is entitled to seek expedited relief ex parte if necessary and shall not be required to post any bond applicable to a petition for such relief.

**B. Written Notice**

If the County becomes aware of an event or circumstance of non-compliance with the terms and conditions set forth in this Conservation Easement, the County shall give written notice to the City, its successors, liens or assigns, at the address set forth below of such event or circumstance of non-compliance and to restore the Protected Property to its previous condition. Failure by the City, its successors, liens or assigns, to cause discontinuance, abatement or such other corrective action as may be requested by the County within thirty (30) days after receipt of notice shall entitle County to bring an action as authorized in this Conservation Easement. The written notification requirements contained in this section, III.B. shall not apply if in the sole discretion of the County, immediate judicial action is necessary to prevent or mitigate significant damage to the Protected Property or if reasonable, good faith efforts to notify the City, its successors, liens, or assigns, are unsuccessful.

**C. Discretionary Enforcement**

The County does not waive or forfeit the right to take action as may be necessary to ensure compliance with the covenants and purposes of this Conservation Easement on the Protected Property by any failure to act and City, its successors, liens, or assigns, waives any defense of laches with respect to any delay by the County in acting to enforce any of the provisions or exercise any rights under this Conservation Easement.

**D. Acts beyond Owner's Control**

Nothing in this Conservation Easement shall be construed to entitle the County to institute any enforcement proceeding against the City, its successors, liens, or assigns, for any changes to the Protected Property due to causes beyond the City's, its successors, liens, or assigns, control, such as changes caused by fire, flood, storm, civil authorities undertaking emergency action or third parties not under the control or supervision of, or not acting with the consent of, the City, its successors, liens, or assigns. This provision does not preclude the City, its successors, liens, or assigns, or the County, its successors or assigns, from recovering damages or bringing an action against any third party for trespass or other violation of their respective rights in this Conservation Easement or in the Protected Property.

**E. Right to Enter**

The right is granted for designated representatives of and chosen by the County to enter the Protected Property in a reasonable manner and time to conduct monitoring and management evaluations annually and pursuant to a complaint to determine easement compliance; to obtain evidence for use in seeking judicial or other enforcement of this Conservation Easement; and to otherwise exercise its rights under this Conservation Easement. The County shall give reasonable prior notice to City of all such entries, shall make reasonable attempts to have the City present, and shall not unreasonably interfere with City's, its successors, liens, or assigns, use and quiet enjoyment of the Protected Property.

**F. Right to Report**

The County in addition to other remedies shall have the right to report any environmental concerns or conditions or any actual or potential violations of any environmental or other laws to appropriate regulatory or law enforcement agencies.

**G. Enforcement Rights of Others**

Nothing in this Conservation Easement is intended to create any right to enforce this Conservation Easement in any third party where no such right otherwise exists under this Conservation Easement or under law.

**IV. RESERVED RIGHTS**

**A. Facilities**

A picnic shelter, benches, trail system, a scenic outlook, public boat ramp and boat trailer parking stalls are included as possibilities in this project's concept. The project will create open space, scenic views and trail access that better connect people to the river and surrounding resources. It will also allow the opportunity to better secure and improve the soil and vegetation, improve water filtration and eliminate homes from a flood prone area.

The City reserves the right to implement, plant, construct and maintain the following low impact recreational and public gathering uses where appropriate and pursuant to the Concept Plan (attached as Exhibit C) for the Protected Property:

- 1) Native vegetation and trees.
- 2) Streambank stabilization and water quality improvement structures, including temporary access routes and staging areas.
- 3) Structures for passive recreational uses such as shore fishing, transient dockage, walk-in boat launching, canoe/kayak rack, a permeable connector walking path or trail, nature observation, a public river overlook, and a new restroom/picnic shelter that protect the scenic and ecological values of the St. Croix River.
- 4) A new public boat ramp with boat trailer parking may be moved from the Andersen Corporation property north of this parcel onto the property if approved by the State, consistent with the Concept Plan, which is estimated at approximately 45,000 square feet in area.
- 5) If the public boat ramp is not relocated to the property, the parking area for boat trailers shall be allocated for general parking.
- 6) Expansion of parking into the northwest corner of the lot is allowed only if a demonstrated need can be proven to the City and shall be consistent with the Concept Plan, which is estimated at approximately 35,000 square feet in area.

**B. All Other Rights**

The City reserves for the City, its successors, liens or assigns, all rights as owner of the Protected Property inclusive of rights to locate and maintain recreational facilities as noted in Section IV.A. except the right to undertake any activities that are expressly and specifically prohibited by this Conservation Easement. The City, its successors or assigns, may not exercise these rights in a manner that would adversely impact the Conservation Values of the Protected Property.

**C. Notification**

The City, its successors, liens, or assigns, agrees to notify the County, its successors or assigns in writing before exercising any reserved right that may have an adverse impact on the natural characteristics or ecological and aesthetic features of the Protected Property protected by this Conservation Easement.

**V. COVENANTS**

IN FURTHERANCE of the foregoing affirmative rights, City intends that rights under this Conservation Easement conveyed to the County on behalf of the public shall continue to exist in perpetuity. City makes the

following covenants on behalf of the City, its successors, liens or assigns, which covenants shall run with and bind the Protected Property in perpetuity.

**A. Required Management and Master Plans**

All natural resource management and recreational uses on the Protected Property shall be in accordance with a county-approved Master Plan. The City will prepare a Master Plan for the property consistent with the Concept Plan and implement and conform to this plan. The City may propose revisions to the Concept and Master plans and those revisions must be approved in writing by the County before becoming effective. As a condition of state funding, City must also complete a Management Plan in order to not put its funding at risk.

**B. Land Use**

1. Any activity on or use of the Protected Property that is inconsistent with the Conservation Purposes and Public Benefits identified in sections I.D. and II.C. of this Conservation Easement is prohibited.
2. No residential use or development of the Protected Property is allowed.
3. No industrial activity is allowed on the Protected Property.
4. No commercial activity may be undertaken or allowed on the Protected Property except as allowed in section V.M.4 of this Conservation Easement.
5. No agricultural use is allowed on the Protected Property.

**C. Development Rights**

1. No development rights in or to the Protected Property or any part thereof that have been encumbered or extinguished by this Conservation Easement shall be transferred to any location outside the Protected Property, whether pursuant to a cluster development plan or any other agreement or plan for transferable development rights or used to obtain any regulatory mitigation credits.
2. No portion of the property shall be used to satisfy land area requirements for other property not subject to this Conservation Easement for purposes of calculating building density, lot coverage, or open space under otherwise applicable laws, regulations or ordinances controlling land use.

**D. Division of Property**

The City, its successors, liens, or assigns, shall not divide, subdivide, or partition, either legally or physically, the Protected Property for any reason without the prior written approval of the County except for the purpose of correcting or adjusting a boundary line to resolve a marketable-title or ownership dispute. If written approval is granted, any conveyance of the Protected Property is subject to the following terms. The enforceability or validity of this Conservation Easement shall not be impaired or limited by any failure of the City, its successors, liens or assigns, to comply with this section (V.D).

1. Any conveyance or encumbrance of the Protected Property is subject to this Conservation Easement.
2. The City, its successors, liens or assigns, shall reference or insert the terms of this Conservation Easement in any deed or other document by which the City, its successors, liens or assigns, conveys title to or any interest in the Protected Property.
3. The City, its successors, liens or assigns, will notify the County, its successors or assigns, of any conveyance within thirty (30) days after closing and will provide the County, its successors or assigns, with

the name and address of the new owner and any party that has acquired an interest in the property and a copy of the deed transferring title or mortgage conveying an interest.

**E. Right of Way**

No right of passage across or upon the Protected Property shall be allowed or granted, if used in conjunction with residential, industrial, or commercial use or development of other land not protected by this Conservation Easement, without the prior written approval of the County, which shall be recorded.

**F. Structures and Improvements**

1. No house, garage, barn, mobile homes, or other structures or buildings shall be constructed or placed on the Protected Property except as needed to carry out activities permitted by this Conservation Easement and as specifically allowed for in the approved Master Plan or specially permitted by Section IV of this Conservation Easement.
2. No poles, antenna, lights, towers, utility lines, piping, water towers or any other temporary or permanent structures shall be constructed or installed on the Protected Property except as needed to carry out activities permitted by this Conservation Easement or as specifically allowed for in the approved Master Plan. Utilities existing on the property prior to 2019 may be maintained by the City.
3. New water service, sanitary and storm sewers, and electric and gas lines, not presently existing and needed to serve the Protected Property or other properties nearby may be permitted with the prior written approval of the County and shall be constructed underground and in a sensitive manner with minimal disturbance of vegetation and minimal grading. The surface shall be restored to a condition consistent with the Conservation Values and Conservation Purpose of the Conservation Easement and within a reasonable time frame agreed to in writing by the County. All utility easements shall be recorded.
4. No roads or parking lots of asphalt, bituminous, gravel, concrete or other materials shall be constructed or installed on the Protected Property except as to carry out activities permitted by this Conservation Easement and as specifically allowed for in the approved Master Plan or otherwise approved in writing by the County or permitted by Section IV. of this Conservation Easement.
5. Fencing may be constructed and maintained for the purposes of marking boundaries, securing the Protected Property, or carrying out activities permitted by this Conservation Easement or specifically allowed by Section IV. of this Conservation Easement or the approved Management or Master Plan or otherwise approved in writing by the County.
6. Any outdoor light fixtures must minimize light emitted above the plane of the horizon of the fixture through the use of earthward directed or full cut-off fixtures or lamps with single or minimal-color light sources, or other equally effective fixtures designed to minimize light pollution.
7. Signs, billboards, and outdoor advertising structures shall not be placed or erected on the Protected Property except for small, unlighted signs for the purposes listed in section IV. For all signs permitted by this section, the location, number, size and design shall not significantly diminish the natural and scenic qualities of the Protected Property and shall be allowed in accordance with the approved Master Plan or otherwise approved in writing by the County. Signs may be allowed for the following purposes:
  - a. Displaying the name of the Protected Property.
  - b. Announcing the existence of this Conservation Easement.
  - c. Providing educational or historical information to commemorate the importance of the Protected Property.
  - d. Providing the name and address of the owner.
  - e. Delineating the boundaries in order to prohibit trespass and to manage the property.
  - f. Advertising any on-site activities permitted herein.

- g. Any signage required by the DNR as part of their funding.

**G. Water Bodies and Courses**

1. Reasonable manipulation or alteration of natural watercourses, lakes, shorelines, wetlands, springs or other surface or subsurface bodies of water is allowed to restore or enhance wildlife habitat or native biological communities or to improve or enhance the function and quality of existing wetlands and in accordance with the approved Management Plan.
2. No activities on or uses of the Protected Property that cause significant erosion or are seriously detrimental to water quality or purity are allowed.

**H. Mining**

No mining, drilling, exploring for, or removing any minerals, sand, gravel, rock, or fossil fuels from the Protected Property is allowed.

**I. Surface Alteration**

1. The commercial extraction of minerals by surface mining and the extraction and removal of topsoil from the Protected Property is prohibited. The extraction of subsurface or deep-mined minerals from the Protected Property, including natural gas and oil, and the noncommercial extraction of minerals, including limestone, shale, gravel, sand and other minerals is prohibited.
2. The topography of the Protected Property shall not be altered or changed in any manner, including ditching, draining, filling, excavation or removal of soil, sand, gravel rock or other materials except as incidental and reasonably required in the course of activities or uses permitted by this Conservation Easement or as specifically allowed for in the approved Master Plan. Any permitted alteration related to trail or boat launch implementation or removal of small stone retaining walls, shall be undertaken with minimal grading and disturbance to vegetation and with the surface restored in a timely manner to a condition consistent with the Conservation Values and Purposes of this Conservation Easement.

**J. Forest and Habitat Management**

1. No removal, destroying, burning, cutting, mowing or altering of vegetation is allowed except as follows:
  - a. To prevent or control insects, noxious weeds, invasive species, diseases, fire, personal injury, or property damage.
  - b. As reasonably required to construct and maintain permitted buildings, structures, roads, trails and other improvements and provided that vegetation shall be restored following any construction to a condition consistent with the Conservation Values and Purposes of this Conservation Easement.
  - c. To remove downed or dead timber.
  - d. In conjunction with activities permitted by this Conservation Easement and as specifically allowed for in the approved Management Plan.
2. Timber and other wood products may be removed and vegetation may be managed on the Protected Property in accordance with the approved Management Plan approved in writing by the County.
3. Habitat for wildlife and native biological communities may be created, maintained, restored, or enhanced on the Protected Property in accordance with the approved Management Plan.
4. No plant or animal species shall be introduced on the Protected Property except those native species that are consistent with the protective purposes of this Conservation Easement and consistent with the approved Management Plan.

**K. Animals**

No livestock shall be permitted on the Protected Property except for activities or uses specifically allowed for by this Conservation and in the approved Management Plan.

**L. Waste Removal**

Use of the Protected Property for dumping, storage, processing or landfill of solid or hazardous wastes generated is prohibited, including without limitation, municipal sewage sludge and/or bio-solids application.

This does not prohibit burning or composting of excess brush or other plant material resulting from activities permitted by this Conservation Easement.

**M. Recreational Use**

1. Trails may be established and maintained on the Protected Property for recreational uses and shall be established, maintained and used in a manner that does not result in significant erosion or have an adverse impact on the Conservation Values and Conservation Purposes of the Protected Property. No other trails shall be established and maintained on the Protected Property except as specifically allowed for in the approved Master Plan.

2. Motorized vehicles may be operated with the consent of the City on the Protected Property only in the following manner:

- a. On trails, the road, the parking lot and boat launch designated for their use.
- b. For administrative, emergency, Americans with Disabilities Act compliance and management purposes.
- c. In conjunction with management operations or for habitat restoration or enhancement as prescribed in the approved Management Plan.
- d. In a manner that does not result in significant erosion or have an adverse impact on the Conservation Values and Purposes of the Protected Property.

3. The Protected Property may be used for hiking, cross-country skiing, picnicking, nature observation and interpretation or study, and other similar low impact recreational and educational programs or activities.

4. The Protected Property may not be used for more than minimal commercial recreation purposes. It is the intent of the parties to prevent the Protected Property from becoming the site of a commercial recreational enterprise, such as a commercial campground, a golf course, a commercial ski area, an exclusive hunting grounds or club, a commercial site for a snowmobiling, ATV motocross or other race track, a dressage field, or other similar intensive or predominantly commercial use, but this restriction shall not be construed to mean the occasional or casual use of or access to the Protected Property by individuals or groups who pay a fee to guides, educators, outfitters or supervisors of outdoor recreation activities or who pay a fee for low-impact outdoor recreational uses. Fees may be charged by the City for public boat trailer parking, boat launching, kayak or similar recreational rentals.

5. Low-impact structures such as tents, trail barriers, benches, and informational kiosks may non-commercial on the Protected Property.

6. Structures and improvements to support the recreation uses permitted in this Conservation Easement shall be permitted as specifically described in the approved Master Plan. Structures and improvements shall be placed and constructed in accordance with the following:

- a. All development shall be provided in a manner that does not compromise the Conservation Values and Purposes of the Protected Property.
- b. All development shall be in accordance with other provisions of this Conservation Easement.
- c. All development shall take advantage of the existing land forms and natural vegetation patterns.

## VI. GENERAL PROVISIONS

### A. Binding Effect

This Conservation Easement creates a property right immediately vested in the County, its successors or assigns that cannot be terminated or extinguished except as set out herein. This Conservation Easement shall run with and burden the Protected Property in perpetuity and shall bind and inure to the benefit of the City, its successors, liens or assigns, and any and all other successors to it in interest and the County, its successors or assigns.

### B. Property Transfer

The City, its successors, liens, or assigns, agrees that the terms, conditions, restrictions, and purposes of this Conservation Easement will be referenced by the City, its successors, liens, or assigns, in any subsequent deed or other legal instrument by which the City, its successors, liens, or assigns, transfers or divests the City, its successors, liens, or assigns, of all or any part of the City's, its successors, liens, or assigns, interest in the Protected Property, and that the City, its successors, liens, or assigns, will give the County written notice of any such transfer within thirty (30) days after closing.

### C. Notice and Approval

1. Any notice or request for approval required in this Conservation Easement shall be sent by certified mail or other courier providing reliable proof of delivery to the following addresses, such address (es) as may be subsequently specified by notice in writing, and the party of record at the address of record in the Washington County Recorder's Office.

**County:**

June Mathiowetz  
Washington County  
Office of Administration  
P.O. Box 6  
14949 62<sup>nd</sup> Street North  
Stillwater MN 55082-0006  
651-430-6000

**City:**

Sara Taylor  
City of Bayport  
294 3<sup>rd</sup> Street N.  
Bayport, MN 55003  
651-275-4404

2. Unless otherwise specified in this Conservation Easement any required notice or request for approval not consistent with the Master Plan, the Management Plan, or this Conservation Easement must be delivered at least ninety (90) days prior to the date proposed for initiating the subject activity.

3. The notice or request for approval must include sufficient information to allow the County to make an informed decision on whether any proposed activity is consistent with the terms and Conservation Values and Conservation Purposes of this Conservation Easement. At a minimum this should include: the location, nature, and scope of the proposed activity; the proposed use, design, and location of any building, structure or improvement; and the potential impact on the Conservation Values and Purposes of the Protected Property.

4. Approval of the County must be in writing to be effective no later than 90 days after formal City notification.

### D. Severability

If any provision of this Conservation Easement or the application thereof to any person or circumstance is found to be invalid, the remainder of the provisions of this Conservation Easement and the application of such provisions to persons or circumstances other than those as to which it is found to be invalid shall not be affected thereby.

**E. Controlling Law**

1. This Conservation Easement shall be governed by the laws of the State of Minnesota.
2. This Conservation Easement shall be enforceable by the County, its successors or assigns, and/or the State of Minnesota as provided in Minnesota Statute Sec.103F.515 Subd. 9 and/or by such other relief as may be authorized by law. Any ambiguities in this Conservation Easement shall be construed in a manner that best effectuates the purposes of protecting soil, improving water quality, and enhancing fish and wildlife habitat.

**F. Assignment**

The County may assign or transfer this Conservation Easement and the rights conveyed herein, provided that (1) the assignment is approved by the State DNR and the State Legislative-Citizen Commission on Minnesota Resources, and the County requires as a condition of such transfer that the original conservation purposes of this Conservation Easement continue to be carried out in perpetuity; and (2) any assignment shall be made only to an organization qualified to acquire or hold a conservation easement at the time of the transfer under the provisions of Section 170(h)(3) of the Internal Revenue Code of 1986, as it may be amended from time to time, and any regulations promulgated thereunder. This Conservation Easement is fully valid and enforceable by any assignee or successor of the County whether assigned in whole or in part. The County will notify in writing the City, its successors, liens, or assigns, of the assignment and will provide the City, its successors, liens, or assigns, with the name and address of the new holder.

**G. Definition**

The terms "City" and "County" as used in this Conservation Easement shall be deemed to include with respect to City, its successors, liens or assigns; and with respect to the County, its successors or assigns.

**H. Warranties**

The City represents and warrants as follows:

1. The City is the sole owner of the Protected Property in fee simple and has the right and ability to convey this Conservation Easement to the County.
2. The Protected Property is free and clear of all rights, restrictions and encumbrances other than those subordinated to this Conservation Easement or otherwise specifically agreed to by the County.
3. The City has no actual knowledge of any use or release of hazardous waste or toxic substances on the Protected Property that is in violation of a federal, state, or local environmental law and will defend, indemnify and hold the County harmless against any claims of contamination from such substances.

**I. Amendment**

This Conservation Easement may be amended only in the event of unanticipated circumstances not specifically addressed by this Conservation Easement and only in the sole and exclusive judgment of the County that such amendment (i) furthers the purpose of this Conservation Easement, (ii) is not inconsistent with and will not adversely impact the conservation values protected by this Conservation Easement, (iii) does not affect the perpetual duration of the Conservation Easement or (iv) does not affect the validity of the Conservation Easement under Minnesota law or the status of Washington County under section 170(h) of the Internal Revenue Code. Any amendment or modification must be in writing and recorded in the same manner as this Conservation Easement.

**J. Ownership Responsibilities, Costs and Liabilities**

The City, its successors, liens, or assigns, retains all responsibilities and shall bear all costs and liabilities of any kind related to the ownership, operation, upkeep and maintenance of the Protected Property. The City, its successors, liens, or assigns, agrees to indemnify and hold the County harmless from any and all costs or liability for any personal injury or property damage occurring on or related to the Protected Property or the existence of this Conservation Easement, unless such costs or liability occur through the willful or wanton misconduct or gross negligence of the County.

1. Taxes: City, its successors, liens, or assigns, shall pay all taxes and assessments levied against the Protected Property including any taxes or assessments levied against the interest of the County established by this Conservation Easement. The County may, but is not obligated to, make any payment of taxes or assessments levied against the Protected Property or the interest established by this Conservation Easement and shall have a right of reimbursement against City, its successors, liens, or assigns, for such amounts.
2. Regulatory Compliance: All activities or construction permitted by this Conservation Easement shall be undertaken in accordance with applicable federal, state and local laws, regulations and ordinances and related agreements and nothing in this Conservation Easement shall be construed to exempt the Protected Property or the City, its successors, liens, or assigns, from otherwise applicable laws or regulations. The City, its successors, liens, or assigns, is solely responsible for obtaining any required governmental permits.
3. Future Environmental Condition: The City, its successors, liens, or assigns, is solely responsible for the City's, its successors, liens, or assigns, use or release on the Protected Property of any hazardous or toxic substances as defined by the Comprehensive Environmental Response, Compensation and Liability Act, The Minnesota Environmental Response and Liability Act, or other similar successor federal, state or local law or regulation regarding responsibility for environmental conditions associated with contamination. The City, its successors, liens, or assigns, shall take steps necessary to assure any needed containment or remediation resulting from any release of such substance and has the legal right to pursue any person or entity responsible for any such discharge.
4. Future Economic Condition: In conveying this Conservation Easement the City has considered the possibility that uses of the Protected Property prohibited by this Conservation Easement may in the future become more economically valuable than uses permitted by this Conservation Easement and that neighboring properties may be put entirely to such prohibited uses. Such changes are not deemed to be circumstances justifying the extinguishment of this Conservation Easement as otherwise set forth above.

**K. Termination**

If circumstances arise in the future such as to render the purposes of this easement impossible to accomplish, this easement can only be terminated or extinguished whether in whole or in part by judicial proceedings in a court of competent jurisdiction or by mutual agreement executed by the parties, their successors, liens or assigns.

**L. Proceeds**

If this easement is extinguished, terminated, transferred, or sold in whole or in part then the County is entitled to a portion of any proceeds in an amount equal to the fair market value of this Conservation Easement at the time of the extinguishment but no less than an amount equal to the proportionate value that this easement bears to the value of the Protected Property as a whole at the time of this conveyance, excluding the value of any permitted improvements made after the conveyance of this Conservation Easement.

**M. State and County Fund Repayment**

If this easement is extinguished, terminated, transferred, or sold in whole or in part then the City agrees to a payment to the County in an amount that is equal to the amount of funds (\$745,000) from the Washington County Land and Water Legacy program that paid for the 2019 purchase of the Protected Property from the landowners.

**N. Termination of Rights and Obligations**

A party's rights and obligations under this Conservation Easement terminate upon transfer or termination of that party's interest in the Conservation Easement or the Protected Property; provided, however, that any liability for acts or omissions occurring prior to the transfer or termination will survive that transfer or termination; provided further that the terms and conditions of this Conservation Easement shall continue to run with the land.

**O. Re-recording**

The County on behalf of the City, its successors, liens, or assigns, shall execute, acknowledge and record or file any instruments necessary to assure the perpetual enforceability of this Conservation Easement. The County, its successors or assigns, may re-record this Conservation Easement or any other documents necessary to protect its rights under this Conservation Easement or to assure the perpetual enforceability of this Conservation Easement.

**P. Additional Documents**

The City, its successors, liens or assigns, agrees to execute or provide any additional documents reasonably needed by the County, its successors or assigns, to carry out in perpetuity the provisions and the intent of this Conservation Easement, including, but not limited to any documents needed to correct any legal description or title matter or to comply with any federal, state, or local law, rule or regulation.

**Q. Entire Agreement**

This document sets forth the entire agreement of the parties with respect to this Conservation Easement and supersedes all prior discussions or understandings.

APPROVED AS TO FORM:

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Assistant County Attorney

Drafted by:  
Washington County  
Office of Administration  
14949 62<sup>nd</sup> Street N.  
Bayport, MN 55082 – 0006

In witness whereof, the City has executed this Conservation Easement this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

CITY

\_\_\_\_\_

Mayor

\_\_\_\_\_

City Administrator

NOTARY PUBLIC

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019 by

\_\_\_\_\_  
Notary Public

My Commission Expires:

The foregoing Conservation Easement is hereby accepted by Washington County this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

COUNTY OF WASHINGTON

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Administrator

NOTARY PUBLIC

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_, 2019 by

\_\_\_\_\_  
Notary Public  
My Commission Expires:

## EXHIBIT A

### CONSERVATION EASEMENT LEGAL DESCRIPTION

#### Northernmost Parcels 1 and 2:

Mill Lot Nine (9) of BAYPORT (formerly South Stillwater), as surveyed and platted and now on file and of record in the office of the Register of Deeds of Washington County, Minnesota, together with an easement over and across Mill Lot Eight (8) of BAYPORT (formerly South Stillwater), said easement being a roadway used for many years by the owners of said Mill Lot Nine (9) for purposes of ingress and egress from said Mill Lot Nine (9); and subject to an easement over and across a roadway as now laid out and traveled in a Northwesterly-Southeasterly direction across said Mill Lot Nine (9) for the purpose of granting ingress to and egress from Mill Lot Ten (10).

And

Mill Lot Ten (10) of Bayport (formerly South Stillwater), as surveyed and platted and now on file and of record in the office of the Register of Deeds of Washington County, Minnesota, together with an easement over and across Mill Lot Nine (9) and Mill Lot Eight (8) of BAYPORT (formerly South Stillwater), along the present roadway running in a Northwesterly-Southeasterly direction across said lots and now being used for the purposes of ingress to and egress from said Mill Lot Ten (10).

EXCEPT

The South One Hundred Fifty (150) feet of Mill Lot Ten (10) of BAYPORT (formerly South Stillwater), as surveyed and platted and now on file and of record in the office of the Register of Deeds of Washington County, Minnesota, together with an easement over and across the North One Hundred (100) feet of Mill Lot Ten (10), Mill Lot Nine (9), and Mill Lot Eight (8) of Bayport, along the present roadway running in a Northwesterly-Southeasterly direction across said lots and now being used for the purpose of ingress to and egress from said Mill Lot Ten (10).

#### Parcel 3:

The South One Hundred Fifty (150) feet of Mill Lot Ten (10) of BAYPORT (formerly South Stillwater), as surveyed and platted and now on file and of record in the office of the Register of Deeds of Washington County, Minnesota, together with an easement over and across the North One Hundred (100) feet of Mill Lot Ten (10), Mill Lot Nine (9), and Mill Lot Eight (8) of Bayport, along the present roadway running in a Northwesterly-Southeasterly direction across said lots and now being used for the purpose of ingress to and egress from said Mill Lot Ten (10).

#### Parcel 4:

The North Two Hundred feet of Mill Lot Number Eleven (11), Village of Bayport (formerly South Stillwater), as surveyed and platted and now on file and of record in the office of the Registrar of Deeds, Washington County, Minnesota. In addition to a perpetual right of ingress and egress over the present roads located on Mill Lots Eleven (11), Twelve (12), and Thirteen (13), or any change in such roads.

And

Part of Mill Lot Number Twelve (12) commencing at the southwest corner of Mill Lot Number Twelve (12), Bayport, Minnesota, thence East along the south line of said Mill Lot Number Twelve (12) three hundred feet to the point of beginning; thence North Seventy-Eight Degrees Fifty-One Minutes for a distance of 416 feet, more or less, to the West shore of Lake St. Croix, thence Northerly to a point One Hundred Twenty-five feet South from the Northeast corner of said Lot 12, thence Westerly, in a line parallel to the north line of said Lot 12, to a point in the West line of said Lot 12, thence Southerly to the point of beginning, Village of Bayport, County of Washington, State of Minnesota.

## EXHIBIT B

# PROPERTY MAP 1 - CONTEXT



**EXHIBIT B**  
**PROPERTY MAP 2 - CLOSE UP**



**EXHIBIT C**  
**CONCEPT PLAN**





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

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Date: August 20, 2019

To: Mayor and City Council  
Adam Bell, City Administrator

From: Matt Kline, Public Works Director

Re: Consider a drainage and utility easement for the vacated portion 7<sup>th</sup> Avenue North

***BACKGROUND***

Pursuant to the vacated portion of 7<sup>th</sup> Avenue North, the city will require a 10 foot drainage and utility easement in order to maintain a water main that is directly south of the paved street surface (see attached map for location). The street vacation and subsequent relocation of the property lines will result in the water main being located about 3' from the north property lines of the residents at 787 5<sup>th</sup> Street North and 798 3<sup>rd</sup> Street North. A draft the drainage and utility easements are attached, for reference.

***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving the agreements, with a payment in the amount of \$1.00 to each property owner, for an easement on the properties located at 787 5<sup>th</sup> Street North and 798 3<sup>rd</sup> Street North.

Attachments: Drainage and Utility Easement Agreements

# Proposed Property Line (Red) Utility Easement (Blue)



August 21, 2019



City Boundary



TaxParcel

1:732

0 0.01 0.01 0.02 mi

0 0.01 0.01 0.03 km

City of Bayport, SEH, Washington County, Washington County

## PUBLIC DRAINAGE AND UTILITY EASEMENT AGREEMENT

THIS PUBLIC DRAINAGE AND UTILITY EASEMENT AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and among **CARY J. ANDERSON, a single person**, (the “Grantor”) and the **CITY OF BAYPORT, MINNESOTA**, a municipal corporation and political subdivision located in Washington County, Minnesota (the “Grantee”).

WITNESSETH:

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

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

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

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

The Grantor covenants with the Grantee that the Grantor is lawfully seized and possessed of the Grantor Property, and no obstacles on the Grantor Property nor encumbrances or liens on title to the Grantor Property exist to materially impair the Perpetual Easement.

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



**GRANTEE:**

**CITY OF BAYPORT, MINNESOTA**

\_\_\_\_\_  
By: Susan St. Ores  
Its: Mayor

\_\_\_\_\_  
By: Adam Bell  
Its: City Administrator

STATE OF MINNESOTA

)

COUNTY OF WASHINGTON

) ss.

)

On this \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me, a Notary Public, in and for said County and State, appeared **SUSAN ST. ORES** and **ADAM BELL**, to me personally known, who being by me first duly sworn, did say that they are respectively the Mayor and Administrator of the City of Bayport, Minnesota, Grantee in the foregoing instrument, who executed the foregoing document by authority of the City Council of the City of Bayport, and said Mayor and Administrator acknowledge said instrument to be the free act and deed of said City of Bayport.

\_\_\_\_\_  
Notary Public

## PUBLIC DRAINAGE AND UTILITY EASEMENT AGREEMENT

THIS PUBLIC DRAINAGE AND UTILITY EASEMENT AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and among **JOSEPH F. TEETZEL, a married person, and NICOLE TEETZEL, a married person**, (the “Grantor”) and the **CITY OF BAYPORT, MINNESOTA**, a municipal corporation and political subdivision located in Washington County, Minnesota (the “Grantee”).

WITNESSETH:

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

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

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

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

The Grantor covenants with the Grantee that the Grantor is lawfully seized and possessed of the Grantor Property, and no obstacles on the Grantor Property nor encumbrances or liens on title to the Grantor Property exist to materially impair the Perpetual Easement.

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

IN WITNESS WHEREOF, the parties to this Agreement have caused this instrument to be executed as of the day and year first above written.

**GRANTOR:**

**JOSEPH F. TEETZEL, a married person**

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**NICOLE TEETZEL, a married person**

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STATE OF MINNESOTA                    )  
  ) ss.  
COUNTY OF WASHINGTON            )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me, a Notary Public within and for said County, personally appeared **JOSEPH F. TEETZEL**, a married person, and **NICOLE TEETZEL**, a married person, to me personally known, who being by me duly sworn, did say that they are Joseph F. and Nicole Teetzel, Grantor and executed said instrument as the free act and deed of said Grantor.

*Official Seal Stamp of Notary Public*

---

Notary Public

**GRANTEE:**

**CITY OF BAYPORT, MINNESOTA**

\_\_\_\_\_  
By: Susan St. Ores  
Its: Mayor

\_\_\_\_\_  
By: Adam Bell  
Its: City Administrator

STATE OF MINNESOTA

)

COUNTY OF WASHINGTON

) ss.

)

On this \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me, a Notary Public, in and for said County and State, appeared **SUSAN ST. ORES** and **ADAM BELL**, to me personally known, who being by me first duly sworn, did say that they are respectively the Mayor and Administrator of the City of Bayport, Minnesota, Grantee in the foregoing instrument, who executed the foregoing document by authority of the City Council of the City of Bayport, and said Mayor and Administrator acknowledge said instrument to be the free act and deed of said City of Bayport.

\_\_\_\_\_  
Notary Public



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

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Date: September 3, 2019

To: Mayor and City Council

From: Adam Bell, City Administrator  
Sara Taylor, Assistant City Administrator/Planner

Subject: Consider authorization to apply for a Water Efficiency Grant through the Metropolitan Council

### ***BACKGROUND***

In cooperation with the Metropolitan Council, the Washington County Municipal Water Coalition, which includes the municipalities of Bayport, Cottage Grove, Lake Elmo, Newport, Oakdale, Oak Park Heights, Stillwater, St. Paul Park, and Woodbury, recently completed a strategic planning study towards the long-term sustainability of water resources within the county. The objective of this study was to document the existing source water and supply conditions, identify opportunities for sustainable approaches to water use, and complete an evaluation of multiple options that may be available to increase long term water supply and efficient use of water resources.

To assist the coalition and other metro area cities implement goals and approaches to sustainable and efficient water use, the Metropolitan Council Environmental Services (MCES) has created a Water Efficiency Grant Program, funded with \$750,000 appropriated by the 2019 Minnesota Legislature. The goal of the program is to support technical and behavioral changes that improve municipal water use efficiency. The grant provides 75% of funding, with \$2,000-\$50,000 in available funds per community, and the city contributes 25%. The grants are typically administered in the form of a rebate to property owners that are customers of the municipal water supply system and replace a water usage device that uses substantially less water. Eligible activities include replacement of toilets, washing machines, and irrigation controllers or sprinkler bodies (see attached handout for a complete summary of the grant program).

Staff believes this grant program would not only be a good opportunity to implement some of the goals and approaches specified in the strategic planning study, but also educate property owners on the importance of water conservation and efficiency. Based on the grant criteria, staff also believes Bayport would be a good candidate for selection because we have both an aging housing stock that could benefit from efficiency upgrades for appliances, as well as newer construction (including homes in Baytown served with municipal water) with irrigation systems that may not have adequate controllers, which have contributed to peak or excessive water usage.

The grant application submittal deadline is September 30, 2019, with notification of grant award by December 2, 2019. If selected, program funds would be available through June 30, 2022. Disbursement of the city's 25% contribution would only apply per rebate requested by a property owner for an eligible activity and if grant funds are awarded but not expended, any surplus funds would be returned to MCES for use by another municipality. Several communities with similar rebate programs have generated a great deal of interest from property owners, but because of the unknown success rate in our city, staff believes a grant program total of \$6,000 (\$4,500 MCES grant/\$1,500 city) would be fitting for this upcoming 3-year grant cycle.

### ***RECOMMENDATION***

Staff recommends the City Council adopt a motion to apply for a Water Efficiency Grant through the Metropolitan Council with a program total of \$6,000 and a city contribution of up to \$1,500.

# Metropolitan Council

## Water Efficiency Grant Program

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### Overview

The Metropolitan Council (Council) will implement a water efficiency grant program effective September 30, 2019 to June 30, 2022. Grants will be awarded on a competitive basis to municipalities that manage municipal water systems. The Council will provide 75% of the program cost; the municipality must provide the remaining 25%. Municipalities will use the combined Council and municipality funds to run their own grant or rebate programs.

Grants will be made available in amounts with a minimum of \$2,000 and a maximum of \$50,000. Grantees will be required to provide estimated water savings achieved through this program for Clean Water, Land & Legacy Amendment reporting purposes.

### Legislative Directive - Minnesota 2019 Session Law

\$375,000 the first year and \$375,000 the second year are for the water demand reduction grant program to encourage municipalities in the metropolitan area to implement measures to reduce water demand to ensure the reliability and protection of drinking water supplies. Fiscal year 2020 appropriations are available until June 30, 2021, and fiscal year 2021 appropriations are available until June 30, 2022.

### Grant Program Goal

The goal of the water efficiency grant program is to support technical and behavioral changes that improve municipal water use efficiency in the seven-county metropolitan area.

### Critical Points to Remember

- The applying municipality must be a water supplier
- New construction and new developments are not eligible
- Funds are for rebates or grants only; consulting and city staff time are ineligible
- Combined Council and municipality funds cannot pay for 100% of an eligible activity's cost
- A portion of each eligible activity's cost must be paid by the property owner
- Grant recipients must display the Clean Water, Land and Legacy Amendment logo and the Metropolitan Council logo on program-related web pages and paper communications

### Grant Program Structure: Administration and Funding

The Water Efficiency Grant Program will be administered by Metropolitan Council Environmental Services (MCES) and will be funded with \$750,000 appropriated by the 2019 Minnesota Legislature. Grant applications will be reviewed and ranked by the MCES Water Supply Planning Unit staff.

Grants are only for water efficiency programs offering rebates or grants to property owners who are customers of the municipal water supply system and who replace specified water using devices with approved devices that use substantially less water.

Grants will be awarded to municipalities in amounts ranging from \$2,000 to \$50,000 for providing rebates or grants to property owners. Municipalities will be responsible for the design and operation of their rebate or grant program and its details. Grant payments to the municipality will be for 75% of approved program amounts. The municipality must provide the remaining 25% of the program cost. Municipality rebates or grants are eligible for reimbursement on device replacements conducted September 30, 2019 through June 30, 2022.

Here is an example showing the grant funding design:

<b>Metropolitan Council Grant Amount</b>	<b>\$15,000</b>
Municipality Match	\$5,000
<b>Municipality Grant/Rebate Program Total</b>	<b>\$20,000</b>

### Eligibility

Per legislative language, the grant program is limited to municipalities in the seven-county metropolitan area.

Municipalities eligible per above must apply to participate and, if approved, sign a standard Council Grant Agreement, before any eligible rebates or grants can be submitted for reimbursement. Agreements shall require that municipalities:

- Entirely pass through grants received (as is being done by MCES)
- Verify purchase of devices to receive grants
- Retain records and cooperate with any audits
- Conduct all communications with property owners and ensure all written communications to property owners include both the Clean Water, Land and Legacy Amendment and the Metropolitan Council's logo
- Provide quantitative information for state reporting purposes

Eligible water efficiency devices consist of the following:

- Toilet replacement with a US EPA WaterSense labeled toilet
- Irrigation controller replacement with a US EPA WaterSense labeled controller
- Clothes washing machine replacement with an US DOE Energy Star labeled clothes washing machine
- Irrigation spray sprinkler body replacement with a US EPA WaterSense labeled spray sprinkler body
- Irrigation system audit by an Irrigation Professional certified by a US EPA WaterSense program

Expenses eligible for reimbursement are the out-of-pocket cost of the device and its installation only, not to include any owner labor costs. In addition, new construction and new developments are ineligible, as this program is intended as a current infrastructure replacement program.

### Application Process

- Applicants must be municipal water suppliers
- Municipalities will submit MCES supplied application form by September 30, 2019. Required information includes:
  - the municipality's rebate or grant program design and work plan
  - proposed examples of communications to property owners
  - requested total grant amount
  - estimated annual amount of water saved by the applying municipality

- Application form is available at: <https://metro council.org/Wastewater-Water/Funding-Finance/Available-Funding-Grants.aspx>
- Submit competed application to: [brian.davis@metc.state.mn.us](mailto:brian.davis@metc.state.mn.us)
- Metropolitan Council will notify municipalities of grant awards and provide grant agreements by December 2, 2019.

### **Proposal Selection Criteria**

In the event that funds requested exceed funds available, the following criteria will be used to determine the amount granted to a given municipality:

- Municipalities that are supplied 100% with groundwater
- Municipalities with identified water supply issues in Master Water Supply Plan Community Profiles or Local Water Supply Plans
- Municipalities' ratio of peak monthly water use to winter monthly water use
- Municipalities' average residential per capita water use
- The order in which applications are received and until grant funds are completely committed

### **Funding Process and Reporting Requirements**

- Utilizing forms provided by MCES, the following information must be reported on a quarterly basis:
  - Number, type and amount of rebates or grants provided to property owners, along with each property address
  - Estimated annual gallons of water saved per device installation
  - Municipality matching funds disbursed
  - Number of unmet funding requests from property owners, if any
- Upon review and confirmation of the above information, MCES will process a grant payment in the amount of 75% of approved total rebates or grants for the reporting period.
- MCES will provide confirmation of grant balances available upon request and reserves the right to amend grant agreements, in collaboration with grantee municipality, if quarterly reporting indicates rebate or grant programs will not fully utilize grant awards within the grant period.

### **Qualified Activities**

- Toilet replacement with a US EPA WaterSense labeled toilet:  
[http://www.epa.gov/WaterSense/product\\_search.html](http://www.epa.gov/WaterSense/product_search.html)
- Irrigation controller replacement with a US EPA WaterSense labeled controller:  
<https://www.epa.gov/watersense/product-search>
- Clothes washing machine replacement with an US DOE Energy Star labeled clothes washing machine:  
<https://www.energystar.gov/productfinder/product/certified-clothes-washers/results>
- Irrigation spray sprinkler body replacement with a US EPA WaterSense labeled spray sprinkler body  
<https://www.epa.gov/watersense/product-search>
- Irrigation system audit by an Irrigation Professionals certified by a US EPA WaterSense program  
<https://www.epa.gov/watersense/find-pro>

### Reporting Example

Community	Property Street Address	Property Type	Device Replaced	Cost per Device	# of Devices	Rebate or Grant per Device	Est. Annual Water Saved (Gal) Per Device	Total Rebate or Grant	Municipality Contribution	Eligible Grant Amount
Anytown	652 Silvis St	Residential	Clothes Washer	\$624.60	1	\$150.00	3,000	\$150.00	\$37.50	\$112.50
Anytown	1952 Ingram Way	Residential	Irrigation Controller	\$199.99	1	\$100.00	8,800	\$100.00	\$25.00	\$75.00
Anytown	630 Gibbons Ave	Residential	Clothes Washer	\$599.90	1	\$150.00	3,000	\$150.00	\$37.50	\$112.50
Anytown	4424 Barriger Blvd	Residential	Toilet	\$168.00	1	\$50.00	4,000	\$50.00	\$12.50	\$37.50

RESOLUTION NO. 19- \_\_\_\_\_

**EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING OF THE CITY OF BAYPORT,  
WASHINGTON COUNTY, MINNESOTA HELD SEPTEMBER 9, 2019**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 9<sup>th</sup> day of September, 2019, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ESTABLISHING THE 2020 PRELIMINARY LEVY CERTIFICATION FOR THE CITY'S GENERAL  
FUND AND LIBRARY FUND AT \$1,392,344**

WHEREAS, The State of Minnesota requires the City to adopt a proposed preliminary levy certification for its General and Library Fund; and

WHEREAS, The City Council is required to adopt its 2020 preliminary levy certification on or before September 30, 2019; and

WHEREAS, The City Council of the City of Bayport wishes to comply with the State law effective in this area.

NOW THEREFORE BE IT RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota as follows:

1. Establish the 2020 General Fund preliminary levy certification: \$1,217,344
2. Establish the 2020 Library Fund preliminary levy certification: \$ 175,000
3. Establish the 2020 total preliminary levy certification: \$1,392,344
4. Authorize and direct the City Administrator to certify the proposed General Fund and Library Fund preliminary levies for the year 2020 to the Washington County Auditor/Treasurer's Office on or before September 30, 2019.

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

Susan St. Ores –  
Connie Carlson –

Michele Hanson –  
John Dahl –

John Buckley –

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 9<sup>th</sup> day of September, 2019.

ATTEST:

\_\_\_\_\_  
Adam Bell, City Administrator

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

RESOLUTION NO. 19- \_\_\_\_\_

**EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING OF THE CITY OF  
BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD SEPTEMBER 9, 2019**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 9<sup>th</sup> day of September, 2019 at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ADOPTING THE PRELIMINARY CITY BUDGET FOR 2020**

WHEREAS, The City of Bayport established a preliminary certification of the City of Bayport's levy at its September 9, 2019 meeting; and

WHEREAS, The City Council of the City of Bayport wishes to establish its preliminary 2020 budget which must be certified to the Washington County Auditor/Treasurer by September 30, 2019.

NOW THEREFORE BE IT RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota as follows:

1. Be it resolved that the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the preliminary city budget for 2020, as presented.

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

Susan St. Ores -  
Connie Carlson -

Michele Hanson -  
John Dahl -

John Buckley -

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 9<sup>th</sup> day of September, 2019.

ATTEST:

\_\_\_\_\_  
Adam Bell, City Administrator

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

RESOLUTION NO. 19- \_\_\_\_\_

**EXTRACT OF THE MINUTES OF THE CITY COUNCIL MEETING OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD SEPTEMBER 9, 2019**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 9<sup>th</sup> day of September, 2019, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, ADOPTING THE PRELIMINARY CAPITAL IMPROVEMENT PLAN FOR 2020**

WHEREAS, The City of Bayport established a preliminary certification of the City of Bayport's levy at its September 9, 2019 meeting; and

WHEREAS, The City Council of the City of Bayport wishes to establish its Capital Improvement Plan for 2020.

NOW THEREFORE BE IT RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota as follows:

1. Be it resolved that the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the preliminary Capital Improvement Plan for 2020, as distributed.

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

Susan St. Ores -  
Connie Carlson -

Michele Hanson -  
John Dahl -

John Buckley -

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 9<sup>th</sup> day of September, 2019.

ATTEST:

\_\_\_\_\_  
Adam Bell, City Administrator

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



## ***Bayport Fire Department***

1012 5<sup>th</sup> Avenue North (Station Address) Bayport, MN 55003  
284 3<sup>rd</sup> St. North (Mailing Address) Bayport, MN 55003  
Fire Hall Phone (651) 275-4401 • Fax (651) 275-4402

Date: August 25, 2019

To: Mayor and City Council  
Adam Bell, City Administrator

From: Allen Eisinger, Fire Chief

**Re: August Fire Chief's Memo**

The August month-to-date call volume is 114, compared to 121 in August of 2018. The 2019 year-to-date is 853, compared to 875 in 2018. Monthly drills were rural and city pre-plan and Fire Boat operation. Fire inspections and plan reviews are ongoing.

### Meetings, Station Tours, Community Events

- Washington County Fair July 31<sup>st</sup> – August 4<sup>th</sup>
- Safety Camp
- Night to Unit - Bayport, Baytown, West Lakeland and various neighborhoods
- Washington County IT Department call volume analysis
- Fire Officer meeting

### Upcoming Events

- Washington County Fire Chief meeting
- 911 Tribute on I-94 (Hudson to County Rd 21)
- Derby Days Fireworks stand-by
- Officer Parise Memorial - September 24<sup>th</sup>

### Safety Tip

School is back in session. Watch out for school bus activity and students walking to and from school. Pay attention while driving to ensure the students have a safe commute to school and various activities during the school year.



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

Laura Eastman  
Chief of Police

Jay Jackson  
Sergeant

Date: August 21, 2019  
To: Mayor and City Council  
City Administrator Adam Bell  
From: Police Chief Laura Eastman  
Subject: Police Reports and Updates

### Past Events

August 5-6: Safety Camp – All staff  
August 6: Night to Unite – All staff  
August 16: ALICE training (active shooter response) emergency response training at St. Croix Prep. - Sgt. Jackson and Chief

### Upcoming Events

September 20-21: Derby Days – Reserves and officers  
September 26: Training scenario range – All licensed officers

### Miscellaneous / Facebook Post

- Reminder Distractive Driving Enforcement is being increased with the hands-free law.
- Andersen Elementary School starts 8/27/19, please watch for children crossing Hwy. 95.

### July Call Log (continued)

Date 07/22/2019 - 07/31/2019 **Total ICR's 159**  
**cases BP19004008** Case Number **BP19004167**

### August Call Log

Date 08/01/2019 – 08/20/2019 **TOTAL ICR's 405**  
Case Number: **BP19004168** Case Number: **BP19004493**

### **August 21 – 31 N/A**

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

The public can be directed to the following website to retrieve the reports:  
<https://www.co.washington.mn.us/2979/Law-Enforcement-Public-Data>

## Bayport Public Library

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

**Date:** August 22, 2019  
**To:** Mayor and City Council; Adam Bell, City Administrator  
**From:** Jill Smith, Bayport Public Library Director  
**Re:** Bayport Library Update

We had another successful summer! For the rest of July and beginning of August, we had 77 in our audience for Brodini's Comedy Magic Show and 58 for Snake Discovery. We had 43 people here to watch *Wonder Park*. We had 8 participants in our last week of Weird Science Wednesday. In addition to a fun learning experience for the kids, it is also a great experience for our teen volunteer teachers. We had 19 children participate in two cooking classes.

Our final summer reading statistics were:

- 11 Tic Tac Teen entries
- 112 Read Write Draw Entries
- 28 Kids reading and activity log finishers

Our September programs include another meditation class on Saturday, September 14 at 10:30 am, and activities for Derby Days on September 21, including a kid's medallion hunt at 10:00 am and kids activities at Lakeside Park from 3:00 pm – 6:00 pm.

Before school begins, we are working with Andersen Elementary to get as many students as possible signed up for library cards. I will be at the school during the first week of classes to issue cards on the spot.

We were pleased to participate in Night to Unite again with a table near the City. We had a trivia wheel for kids to spin, spoke to many people about library services, and issued 2 new library cards.

I will be attending the State Fair on August 28 for Read & Ride Day for a day of Library fun at Dan Patch Park. It is always fun to see if I meet any Bayport families!

We received a very special donation this month from our young neighbors Archer and Greta Mishek. This year, they raised \$48.00 from their lemonade stand for the Library! We will once again purchase kids' books with their very generous donation.

Thank you for supporting reading and learning at the Library!



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

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Date: August 22, 2019

To: Mayor and City Council  
Adam Bell, City Administrator

From: Matt Kline, Public Works Director

RE: **September Public Works Department Report**

As with every year, summer is coming to an end. The Public Works Department continues to see significant park usage both from rentals and general use. Garbage clean up on Mondays is not always the most pleasant event, but the amount of garbage indicates that our parks are seeing immense usage.

I would like to thank JoAnn Sandahl who was our temporary part-time summer help this year. She played a large role in keeping the parks maintained. She also learned a lot about mechanical equipment that she never thought she would. Let's hope that she agrees to come back again next year!

Moving into the fall season, the department will be working to complete a number of significant tasks, such as street sweeping, tree trimming, drainage ditch clean outs, and asphalt work. We will also be dealing with a number of city and private contractor projects, including the 5<sup>th</sup> Ave. S. culvert and fire hydrant replacements, hydrant painting, Villas of Inspiration development project, and 2<sup>nd</sup> Ave. N. drainage project. All this work, along with our normal day to day routine, equates to a very busy fall. Then comes snow plowing...

Some of the larger projects the department has been working are as follows:

1. MN Highway 95 Road Project – Staff continues to work with MnDOT in preparation for this project. Staff is reviewing the construction agreement with MnDOT and SEH is finishing up plan work.
2. 2<sup>nd</sup> Ave. N. Drainage Improvement Project – As of this update, this project has not started yet. The contractor does have a hard fall deadline for completion, so the intention is still to complete this project this year.
3. Hydrant painting – The city hired a contractor to clean, prime, and paint 113 fire hydrants in downtown and in the Inspiration neighborhood.
4. Wellhead Protection Plan Update – The Public Works Department will be leading this project, which includes providing new information about the water system, city growth, and new requirements within the plan.
5. Emerald Ash Borer (EAB)– The Department of Agriculture has verified the presence of EAB within the city. This fall, they will help the city complete a visual survey to determine the extent of the infestation. After this survey, staff will collaboratively work with outside agencies to determine the best plan of action moving forward.



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

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Date: September 3, 2019  
To: Mayor and City Council  
Adam Bell, City Administrator  
From: Sara Taylor, Assistant City Administrator/Planner  
Re: **Department Update – September City Council meeting**

### **PLANNING COMMISSION**

The Planning Commission is scheduled to meet on September 23 to hold two public hearings. The first application is a variance to expand an existing legally non-conforming single family home with an attached single stall garage and second story addition at 466 Perro Creek Drive. The second application is a variance from impervious coverage requirements for a parking lot and stormwater improvement project at Andersen Corporation, located at 100 4<sup>th</sup> Avenue North.

### **LAND AND WATER LEGACY PROJECT (LWLP)**

The firm of 10,000 Lakes Archeology has completed the Phase I Archeological Survey. The full report will be sent later this week, but the summary indicates that “Based on field survey results, the substantial amount of previous development disturbance, and the development scope currently proposed by the city, the project has low potential to adversely affect any significant historic properties” and “No evidence of American Indian use was found.” Based on the findings of Phase I, the Principal Investigator Tim Tumberg indicated that he saw no reason why the city could not proceed with finalizing the purchase of the parcels at this point. He did recommend a Phase II assessment for the north portion of parcel which previously contained St. Croix Lake Ice Company, so we have a better understanding of what concrete/rock foundation remnants remain and how the proposed improvements on the site plan relate to these remnants from a location standpoint.

Tim also indicated that the research and field work for Phase I was significantly less than expected, resulting in an approximate 40-50% cost savings of the original not-to-exceed estimate of \$22,950. Staff is working to identify a scope, timeframe, and cost for Phase II, but it is likely that surplus funds from Phase I could be used for Phase II. An update on the project, as well as consideration of the conservation easement prepared by the county will be held at the September 9 City Council meeting.

### **CITY NEWSLETTER**

The next edition of the city newsletter will be ready for print and distributed within the next week. Highlights of this edition include articles on Emerald Ash Borer, LWLP project, Adopt-a-Drain program, Fire Relief Association, improvements at Barker’s Alps and Lakeside Park, Library Board vacancy, and upcoming community programs/events. The next edition of the newsletter will be distributed in December-January.

### **WATER CONSERVATION/EFFICIENCY GRANT**

Last week, I attended a session hosted by the Metropolitan Council about a grant opportunity for municipalities to implement measures to reduce water demand to ensure the reliability of water supply. The grant provides 75% of the program cost, with \$2,000-\$50,000 in available funds per community, and the city contributes 25%. Eligible activities include replacement of toilets, washing machines, and irrigation controllers or sprinkler bodies. Bayport would be a good candidate for selection because we have both an aging housing stock that could benefit from efficiency upgrades for appliances, as well as newer construction (including homes in Baytown served with municipal water) with irrigation systems that may not have adequate controllers, which have contributed to peak or excessive water usage. More information on the grant program and authorization to proceed with a potential grant application will be discussed at the September 9 City Council meeting.



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

Date: September 5, 2019  
 To: Honorable Mayor and City Council  
 From: Adam Bell, City Administrator  
 Re: **Administration Department Update – September City Council Meeting**

**2020 BUDGET**

Staff has completed the 2020 preliminary budget and 2020-2024 Capital Improvement Plan, which are being considered as part of the September 9 City Council meeting. The proposed levy increase is 5.1% or \$67,881. The majority of these additional expenses are related to reapportioning personnel costs from the enterprise funds to the General Fund to better reflect where staff time is being spent, such as the Parks Department, and revising some past calculations over the last decade. The proposed budget will result in approximately a \$25 increase for the median-valued home in Bayport. The tax rate is being reduced by 6.9% to a Local Tax Rate of 31.6%. The Truth in Taxation Hearing is scheduled for December 2, 2019, where the City Council will adopt the final levy and budget figures. As a reminder, the levy amount can be decreased from the preliminary figure, but it cannot be increased.

**COUNCIL CHAMBERS AUDIO/VIDEO UPGRADE UPDATE**

Staff and Valley Access Channels have been busy with the City Council Chambers Audio and Video broadcast upgrades. Due to third-party scheduling conflicts, equipment availability, and space constraints, some of the upgrades took longer to complete than anticipated. There are still a few minor items remaining, such as the lobby improvements and Youtube streaming, but those should be completed very soon.

**WASTE HAULER REQUEST FOR PROPOSALS**

The solid waste, yard waste, and recycling hauling proposals have been received. The city received three proposals (Republic, Highland Sanitation, and Waste Management) in total. Staff is reviewing the proposals, and if appropriate, will begin conducting interviews in the coming weeks. If favorable, the staff will bring the proposal and possible new contract to the City Council to consider at the October meeting.

**UNION PACIFIC RAILROAD QUIET ZONE STATUS**

In August, the city and SEH conducted a required traffic study on all the Bayport railroad crossings to determine the average daily traffic counts for each intersection. That traffic data has been updated and submitted to the Federal Railroad Administration (FRA) as part of the reaffirmation process for the partial quiet-zone. The staff also conducted a diagnostic evaluation with reps from Union Pacific, FRA, and MnDOT for adding the pedestrian crossing at the Lakeside Park parking lot to the partial quiet zone. As a reminder, this crossing was not part of the original quiet zone inventory and was never added when the lot was constructed. Based on the evaluation, additional warning signage was added. Hopefully, there are no additional issues discovered with the reaffirmation materials and the FRA can recertify the partial quiet zone quickly.

**UPCOMING MEETINGS AND EVENTS**

September 9	City Council budget workshop	4:30 p.m.	City Hall
	City Council regular meeting	6:00 p.m.	
	City Administrator performance evaluation ( <i>closed</i> )	Following regular meeting	
September 20	BCAL Derby Days Street Dance	6:00 p.m.	
September 21	BCAL Derby Days	Events begin at 9:00 a.m.	
September 23	Planning Commission	6:00 p.m.	City Hall
October 7	City Council regular meeting	6:00 p.m.	City Hall