

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
May 4, 2020**

MN Stat. 13D.021 - Meeting by telephone or other electronic means: Conditions - MN stat. 13D.021 provides that a meeting of a public body may be conducted via telephone or other electronic means if meeting in a public location is not practical or prudent because of a health pandemic or declared emergency.

At its meeting on March 16, 2020, the Bayport City Council declared a local emergency due to the COVID-19 pandemic. As a part of this action, until further notice, all City Council and committee meetings may be held by telephone, through other electronic means, or with social distancing measures in place. All public meetings will continue to follow the requirements of the Minnesota Open Meeting Law.

Please note, the Council Chambers will be open to the public during the May 4, 2020 meeting, but the City will comply as much as possible with the Governor's Executive Order No. 20-20 and stay-at-home guidelines. Therefore, it is strongly recommended that interested individuals instead access the meeting in real-time or by using the web-viewing information below. If the dial-in option is used, the line will be muted, so no outside comments or noise will be recorded.

Join Zoom Meeting

<https://us02web.zoom.us/j/81345469837>

Meeting ID: 813 4546 9837

Dial-in: +1 312 626 6799 US (Chicago)

One tap mobile

+16465588656,,81345469837#,,1#,000514# US (New York)

REGULAR MEETING

6:00 P.M.

CALL TO ORDER

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

APPROVAL OF AGENDA

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

CONSENT AGENDA

TAB #

Consider a resolution adopting items 1 through 7

1. March 16, 2020 City Council special meeting minutes
2. March 16, 2020 City Council emergency meeting minutes
3. April 6, 2020 City Council regular meeting minutes
4. April payables and receipts
5. April building, plumbing, mechanical, and zoning permits report
6. Recognition of COVID-19 donations to the city
7. Revisions to various city policies in response to COVID-19
8. Appointment to King Plant Decommissioning and Reuse Advisory Panel

PUBLIC HEARINGS

1. Input on the city's draft Wellhead Protection Plan Part II

UNFINISHED BUSINESS

1. Consider an adjustment to the assessment for 293 3rd Street North related to city infrastructure work in conjunction with MnDOT's Highway 95 Improvement Project

NEW BUSINESS

1. Consider the installation of security key card access control system at City Hall and old Fire Hall buildings

CITY COUNCIL LIAISON REPORTS

STAFF/CITY ADMINISTRATOR REPORTS

Allen, Laura, Jill, Matt, Sara, Adam

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

- 1.
- 2.

ADJOURNMENT

RESOLUTION NO. 20-_____

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD MAY 4, 2020**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on May 4, 2020 at 6:00 p.m.

Members Present:

Members Absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1- 8 FROM THE
MAY 4, 2020 CITY COUNCIL AGENDA**

1. March 16, 2020 City Council special meeting minutes
2. March 16, 2020 City Council emergency meeting minutes
3. April 6, 2020 City Council regular meeting minutes
4. April payables and receipts
5. April building, plumbing, mechanical, and zoning permits report
6. Recognition of COVID-19 donations to the city
7. Revisions to various city policies in response to COVID-19
8. Appointment to King Plant Decommissioning and Reuse Advisory Panel

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

Susan St. Ores -
John Dahl -

Connie Carlson-
Michele Hanson -

John Buckley -

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, this 4th day of May, 2020.

ATTEST:

Adam Bell, City Administrator

Susan St. Ores, Mayor

**CITY OF BAYPORT
CITY COUNCIL SPECIAL MEETING MINUTES
BAYPORT CITY HALL
MARCH 16, 2020
5:30 PM**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the special meeting to order at 5:30 p.m.

ROLL CALL

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

Members Absent: Councilmember John Buckley

Staff Present: City Administrator Adam Bell, Police Chief Laura Eastman, and City Attorney Andy Pratt

ADJOURN TO CLOSED SESSION UNDER ATTORNEY-CLIENT PRIVILEGE

Mayor St. Ores announced that the City Council will now adjourn into a closed session for preliminary consideration of allegations or charges against an individual subject to City Council authority pursuant to Minnesota Statutes, Section 13D.05, Subdivision 2(b) The City Council will take no action during the closed session, and may only take action on these matters during open session.

It was moved by Councilmember Hanson and duly seconded by Councilmember Carlson to adjourn into closed session at 5:38 p.m., and upon roll call being taken thereon, the following vote via voice:

Susan St. Ores – aye	John Dahl – aye
Michele Hanson – aye	Connie Carlson – aye

Motion carried 4-0. [Closed session occurs].

RETURN TO OPEN SESSION

It was moved by Councilmember Dahl and seconded by Councilmember Carlson to resume open session at 7:23 p.m. Motion carried 4-0.

It was moved by Councilmember Hanson and duly seconded by Councilmember Carlson to accept the resignation of Finance Officer Wanda Madsen, and upon roll call being taken thereon, the following vote via voice:

Susan St. Ores – aye	John Dahl – aye
Michele Hanson – aye	Connie Carlson – aye

Motion carried 4-0.

It was moved by Councilmember Hanson and duly seconded by Councilmember Dahl to approve the proposed Separation Agreement with Wanda Madsen conditioned upon the employee's acceptance and execution of the Agreement, and upon roll call being taken thereon, the following vote via voice:

Susan St. Ores – aye	John Dahl – aye
Michele Hanson – aye	Connie Carlson – aye

Motion carried 4-0.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to adjourn the meeting at 7:25 p.m. Motion carried 4-0.

**CITY OF BAYPORT
CITY COUNCIL EMERGENCY MEETING MINUTES
BAYPORT CITY HALL
MARCH 16, 2020
7:30 PM**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the special meeting to order at 7:30 p.m.

ROLL CALL

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

Members Absent: Councilmember John Buckley

Staff Present: City Administrator Adam Bell, Police Chief Laura Eastman, and City Attorney Andy Pratt

On March 13, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency, and additionally, on March 13, 2020, Minnesota Governor Tim Walz declared a Peacetime State of Emergency to authorize and all necessary State resources to be used in support of the COVID-19 response. On March 15, 2020, Mayor St. Ores called for an emergency meeting to discuss the City's preparation and response related to the COVID-19 Pandemic as requested by on the topic.

City Administrator Bell gave an overview of the information known to date and what other local governments are doing in response to the pandemic was provided. Mr. Bell explained that he is relying on Washington County and the League of Minnesota Cities for much of the guidance in addition to the state and federal guidelines. Mr. Bell and Police Chief Eastman described the potential impact on Bayport's operations and how staff would be able to address the various challenges such as social distancing and working remotely as feasible. Discussion took place on how the situation was rapidly evolving and would likely require continual modification.

City Attorney Pratt described the emergency declaration that he prepared to grant the staff and City the authority to quickly respond to and address matters that arise before the City Council can formally consider them during regular meetings, as is done during other emergencies, such as flood events. Additionally, Mr. Pratt suggested adding a provision to allow the City Council the ability to conduct meetings electronically if in-person meetings could not be held for health and safety reasons. The emergency declaration will continue indefinitely until the City Council determines that the Pandemic no longer requires such emergency powers. The City Council also directed staff to cancel all events and park reservations through April 30, 2020, coordinate the separation/distancing of staff, and supported closing city hall to the public if appropriate.

Councilmember Carlson introduced the following resolution, as amended, and moved its adoption:

**A RESOLUTION OF PROCLAMATION AND DECLARATION OF EMERGENCY
FOR COVID-19 (CORONAVIRUS)**

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

Susan St. Ores – aye

John Dahl – aye

Michele Hanson – aye

Connie Carlson – aye

Motion carried 4-0.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Dahl to adjourn the meeting at 8:19 p.m. Motion carried 4-0.

City Administrator/Clerk

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
APRIL 6, 2020
6:00 P.M.**

** Due to COVID-19 and social distancing protocols, this meeting was conducted by electronic means as permitted by Minnesota Statute 13D.021 due to a health pandemic or declared emergency. **

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of April 6, 2020 to order at 6:08 p.m. and asked Councilmembers, staff, and the audience to join in pledging allegiance to the American Flag.

ROLL CALL

Members: Mayor Susan St. Ores (present at City Hall)
Councilmembers John Dahl, Connie Carlson, John Buckley and Michele Hanson (present by electronic means)

Staff: City Administrator Adam Bell and City Attorney Andy Pratt (present at City Hall)
Assistant Administrator/Planner Sara Taylor, Fire Chief Allen Eisinger, Police Chief Laura Eastman, and Public Works Director Matt Kline (present by electronic means)

APPROVAL OF AGENDA

It was moved by Councilmember Dahl and seconded by Councilmember Hanson to approve the City Council agenda and upon roll call being taken thereon, the following vote via voice:

Susan St. Ores - aye
John Dahl - aye

Connie Carlson- aye
Michele Hanson -aye

John Buckley - aye

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

1. The March recycling award recipient is Warren Lassen, 306 5th Street South, who will be awarded for recycling efforts, with funding made possible by a grant from Washington County.

OPEN FORUM

There was no public comment.

CONSENT AGENDA

Mayor St. Ores read items 1-8 on the Consent Agenda. Councilmember Buckley introduced the following resolution and moved its adoption:

Resolution 20-12

**RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-8 FROM THE
APRIL 6, 2020 CITY COUNCIL AGENDA**

1. February 12, 2020 City Council workshop minutes
2. March 2, 2020 City Council workshop minutes
3. March 2, 2020 City Council regular meeting minutes
4. March payables and receipts
5. March building, plumbing, mechanical, and zoning permits report
6. Off-sale liquor license for Not Justa Café Inc. located at 193 3rd Street North
7. Pay application #1 from Miller Excavating for demolition of structures related to LWLP project
8. Agreement with Schlenner Wenner & Co. for payroll services

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

Susan St. Ores - aye
John Dahl - aye

Connie Carlson- aye
Michele Hanson -aye

John Buckley - aye

PUBLIC HEARINGS

There were no public hearings.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

There was no new business.

STAFF/CITY ADMINISTRATOR REPORTS

Administrator Bell noted that individual staff reports have been condensed into a brief summary of items covered by department over the last few weeks, noting preparation and response to COVID-19 and potential flooding account for a large majority of the workload. Administration has been focused on managing accounting functions, processing 1st quarter utility billing, overhauling the city’s personnel policy ordinance, transferring payroll to a third-party contractor, and soliciting quotes for security upgrades at City Hall. The Fire Department has been engaging in e-learning classes and was commended for recent success containing a house fire and performing two CPR resuscitations. Chief Eastman provided an update on Police Department efforts related to COVID-19 and suggested further consideration may be warranted regarding the status of the Memorial Day Parade. Following discussion, the consensus of the City Council was to cancel the parade, due to challenges concerning COVID, as well as construction/detours on Highway 95 related to the MnDOT project.

Administrator Bell noted that Public Works has been focused on flood preparation, street sweeping, utility meter reading, and park maintenance. The MnDOT Highway 95 project is slated to begin May 4 with water main replacement on the west side of the corridor.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

Mayor St. Ores noted that the Greater Stillwater Chamber of Commerce is a good resource for local businesses facing challenges related to COVID.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Dahl to adjourn the meeting at 6:40 p.m. and upon roll call being taken thereon, the following vote via voice:

Susan St. Ores - aye
John Dahl - aye

Connie Carlson- aye
Michele Hanson -aye

John Buckley - aye

City Administrator/Clerk

CITY OF BAYPORT

*Budget Control Summary

Current Period: APRIL 2020

Account Descr	2020 Cumulative Budget	2020 Cumulative Actuals	2020 Cumulative Variance	2020 % Variance
FUND 101 GENERAL				
Revenue Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$2,226,183.00	\$477,306.74	\$1,748,876.26	78.56%
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41240 RECYCLING	\$6,900.00	\$2,000.00	\$4,900.00	71.01%
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	\$116,550.00	\$36,704.04	\$79,845.96	68.51%
DEPT 41940 MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42000 PUBLIC SAFE CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42100 POLICE	\$95,100.00	\$6,422.49	\$88,677.51	93.25%
DEPT 42200 FIRE PROTECTION	\$547,041.00	\$17,697.71	\$529,343.29	96.76%
DEPT 42201 FIRE STATION	\$0.00	-\$100.00	\$100.00	0.00%
DEPT 43100 STREET MAINT	\$7,000.00	\$0.00	\$7,000.00	100.00%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43141 STILLWATER SCH - BUS FACILI	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43142 LAND WATER LEGENCY PROG	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43200 PARKS	\$39,150.00	\$6,600.12	\$32,549.88	83.14%
DEPT 43201 PERRO PARK PROJECT/PLAN	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43300 CEMETERY	\$13,000.00	\$925.00	\$12,075.00	92.88%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 80066 STILLWATER SCHOOLS ESCR	\$0.00	\$0.00	\$0.00	0.00%
Total Revenue Accounts	\$3,050,924.00	\$547,556.10	\$2,503,367.90	82.05%
Expenditure Accounts				
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41100 ELECTIONS	\$4,535.00	\$1,403.66	\$3,131.34	69.05%
DEPT 41200 MAYOR & COUNCIL	\$190,795.00	\$38,497.54	\$152,297.46	79.82%
DEPT 41240 RECYCLING	\$7,328.00	\$688.13	\$6,639.87	90.61%
DEPT 41400 ADMINISTRATION	\$180,109.00	\$35,098.60	\$145,010.40	80.51%
DEPT 41601 ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$247,380.92	\$67,269.57	\$180,111.35	72.81%
DEPT 41940 MUNICIPAL BUILDINGS	\$51,365.00	\$34,476.90	\$16,888.10	32.88%
DEPT 42100 POLICE	\$910,213.00	\$229,051.49	\$681,161.51	74.84%
DEPT 42200 FIRE PROTECTION	\$569,920.00	\$120,738.86	\$449,181.14	78.81%
DEPT 42201 FIRE STATION	\$0.00	\$0.00	\$0.00	0.00%
DEPT 43100 STREET MAINT	\$368,469.00	\$142,616.63	\$225,852.37	61.29%
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 43142 LAND WATER LEGENCY PROG	\$0.00	\$83,838.75	-\$83,838.75	0.00%
DEPT 43145 2017 STREET IMPROVEMENT	\$0.00	\$75,819.40	-\$75,819.40	0.00%
DEPT 43160 STREET LIGHTING	\$31,750.00	\$18,836.35	\$12,913.65	40.67%
DEPT 43200 PARKS	\$169,216.00	\$21,121.53	\$148,094.47	87.52%
DEPT 43300 CEMETERY	\$6,775.00	\$3,259.89	\$3,515.11	51.88%
DEPT 44100 PROJECT	\$0.00	\$0.00	\$0.00	0.00%
Total Expenditure Accounts	\$2,737,855.92	\$872,717.30	\$1,865,138.62	68.12%
Total FUND 101 GENERAL	\$313,068.08	-\$325,161.20	\$638,229.28	203.86%
	\$313,068.08	-\$325,161.20	\$638,229.28	203.86%

CITY OF BAYPORT

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*Fund Summary -
Budget to Actual©

APRIL 2020

	2020 YTD Budget	APRIL MTD Amount	2020 YTD Amount	2020 YTD Balance	2020 % YTD Budget
FUND 101 GENERAL					
Revenue	\$3,050,924.00	\$45,334.09	\$547,556.10	\$2,503,367.90	17.95%
Expenditure	\$2,737,855.92	\$225,496.62	\$872,717.30	\$1,865,138.62	31.88%
		<u>-\$180,162.53</u>	<u>-\$325,161.20</u>		
FUND 102 STREET RECONSTRUCTION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 103 G O TIF BD FUND 1990 CAP PROJ					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 106 TIF ECON DEV DIST 2					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 200 FIRE EQUIPMENT REPLACEMENT FUN					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 201 D.A.R.E.					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 202 DRUG FORFEITURE					
Revenue	\$0.00	\$0.00	\$2,804.60	-\$2,804.60	0.00%
Expenditure	\$0.00	\$0.00	-\$400.00	\$400.00	0.00%
		<u>\$0.00</u>	<u>\$3,204.60</u>		
FUND 203 PUBLIC WORKS EQUIPMENT REPL					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 204 RECREATION CAP EQUIP & MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 205 TAX STABILIZATION FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
***Fund Summary -**
Budget to Actual©

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APRIL 2020

	2020	APRIL	2020	2020	2020
	YTD Budget	MTD Amount	YTD Amount	YTD Balance	% YTD Budget
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 206 WATER/SEWER IMPROVEMENT FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$492.08	-\$492.08	0.00%
		\$0.00	-\$492.08		
FUND 207 PARK IMPROVEMENT FUND					
Revenue	\$0.00	\$0.00	\$10,500.00	-\$10,500.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$10,500.00		
FUND 208 PRISON SEWER PROJECT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 209 DEVELOPER REIMBURSED PROJECTS					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 210 K-9 UNIT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 211 LIBRARY					
Revenue	\$315,800.00	\$0.00	\$554.38	\$315,245.62	0.18%
Expenditure	\$315,800.00	\$1,325.99	\$59,362.34	\$256,437.66	18.80%
		-\$1,325.99	-\$58,807.96		
FUND 300 ANDERSEN WINDOWS EQUIP GRANT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 306 DEBT GO BOND 2015A \$2,025,000					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 311 GO IMPROV BONDS OF 1992 DEBT S					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		

CITY OF BAYPORT

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*Fund Summary -
Budget to Actual©

APRIL 2020

	2020 YTD Budget	APRIL MTD Amount	2020 YTD Amount	2020 YTD Balance	2020 % YTD Budget
FUND 400 NEW FIRE STATION					
Revenue	\$0.00	\$0.00	\$94,692.17	-\$94,692.17	0.00%
Expenditure	\$0.00	\$0.00	\$146,956.25	-\$146,956.25	0.00%
		\$0.00	-\$52,264.08		
FUND 412 CEMETERY CAPITAL IMPROV					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 413 POLICE EQUIPMENT FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 414 OFFICE AUTOMATION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 415 MUNICIPAL BLDGS MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 416 PERRO CREEK OUTLET					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 500 HWY 95 INFRASTRUCTURE IMPROV					
Revenue	\$0.00	\$0.00	\$1,181,716.73	-\$1,181,716.73	0.00%
Expenditure	\$0.00	\$0.00	\$11,350.00	-\$11,350.00	0.00%
		\$0.00	\$1,170,366.73		
FUND 601 WATER					
Revenue	\$391,750.00	-\$1,727.81	\$23,926.82	\$367,823.18	6.11%
Expenditure	\$523,963.00	\$10,255.14	\$1,105,190.52	-\$581,227.52	210.93%
		-\$11,982.95	-\$1,081,263.70		
FUND 602 SEWER					
Revenue	\$678,000.00	\$0.00	\$6,400.00	\$671,600.00	0.94%
Expenditure	\$310,050.00	\$967.06	\$223,754.85	\$86,295.15	72.17%
		-\$967.06	-\$217,354.85		
FUND 700 BAYTOWN SURCHARGE					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 800 INVESTMENTS-POOLED					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

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*Fund Summary -
Budget to Actual©

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APRIL 2020

	2020	APRIL	2020	2020	2020
	YTD Budget	MTD Amount	YTD Amount	YTD Balance	% YTD Budget
		\$0.00	\$0.00		
FUND 803 P & Z ESCROWS					
Revenue	\$0.00	\$0.00	\$48,788.58	-\$48,788.58	0.00%
Expenditure	\$0.00	\$0.00	\$2,897.86	-\$2,897.86	0.00%
		\$0.00	\$45,890.72		
FUND 851 NON EXP TRUST					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
Report Total		-\$194,438.53	-\$505,381.82		

**CITY OF BAYPORT
REVENUE SUMMARY YTD**

FUND	Description	2020 YTD Budget	2020 YTD Amt	2020 YTD Balance	%YTD Budget	2020 % of Budget Remain
101	GENERAL	\$3,050,924.00	\$547,556.10	\$2,503,367.90	81.00%	19.00%
102	STREET RECONSTRUCTION	\$0.00	\$0.00	\$0.00	0.00%	0.00%
103	G O TIF BD FUND 1990 CAP PR	\$0.00	\$0.00	\$0.00	0.00%	0.00%
106	TIF ECON DEV DIST 2	\$0.00	\$0.00	\$0.00	0.00%	0.00%
107	TIF REDEVELOPMENT DISTRICT	\$0.00	\$0.00	\$0.00	0.00%	0.00%
200	FIRE EQUIPMENT REPLACEMEN	\$0.00	\$0.00	\$0.00	0.00%	0.00%
202	DRUG FORFEITURE	\$0.00	\$2,804.60	-\$2,804.60	0.00%	0.00%
203	PUBLIC WORKS EQUIPMENT RE	\$0.00	\$0.00	\$0.00	0.00%	0.00%
204	RECREATION CAP EQUIP & MAI	\$0.00	\$0.00	\$0.00	0.00%	0.00%
205	TAX STABILIZATION FUND	\$0.00	\$0.00	\$0.00	0.00%	0.00%
206	WATER/SEWER IMPROVEMENT	\$0.00	\$0.00	\$0.00	0.00%	0.00%
207	PARK IMPROVEMENT FUND	\$0.00	\$10,500.00	-\$10,500.00	0.00%	0.00%
208	PRISON SEWER PROJECT	\$0.00	\$0.00	\$0.00	0.00%	0.00%
209	DEVELOPER REIMBURSED PROJ	\$0.00	\$0.00	\$0.00	0.00%	0.00%
210	K-9 UNIT	\$0.00	\$0.00	\$0.00	0.00%	0.00%
211	LIBRARY	\$315,800.00	\$554.38	\$315,245.62	6.27%	93.73%
300	ANDERSEN WINDOWS EQUIP G	\$0.00	\$0.00	\$0.00	0.00%	0.00%
303	GO TIF BOND 1990 DEBT SERVI	\$0.00	\$0.00	\$0.00	0.00%	0.00%
306	DEBT GO BOND 2015A \$2,025,0	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400	NEW FIRE STATION	\$0.00	\$94,692.17	-\$94,692.17	0.00%	0.00%
412	CEMETERY CAPITAL IMPROV	\$0.00	\$0.00	\$0.00	0.00%	0.00%
413	POLICE EQUIPMENT FUND	\$0.00	\$0.00	\$0.00	0.00%	0.00%
414	OFFICE AUTOMATION	\$0.00	\$0.00	\$0.00	0.00%	0.00%
415	MUNICIPAL BLDGS MAINT	\$0.00	\$0.00	\$0.00	0.00%	0.00%
416	PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500	HWY 95 INFRASTRUCTURE IMP	\$0.00	\$1,181,716.73	\$1,181,716.73	0.00%	0.00%
601	WATER	\$391,750.00	\$23,926.82	\$367,823.18	0.00%	0.00%
602	SEWER	\$678,000.00	\$6,400.00	\$671,600.00	0.00%	0.00%
700	BAYTOWN SURCHARGE	\$0.00	\$0.00	\$0.00	0.00%	0.00%
800	INVESTMENTS-POOLED	\$0.00	\$0.00	\$0.00	0.00%	0.00%
803	P & Z ESCROWS	\$0.00	\$48,788.58	-\$48,788.58	0.00%	0.00%
851	NON EXP TRUST	\$0.00	\$0.00	\$0.00	0.00%	0.00%
		\$4,436,474.00	\$1,916,939.38	\$2,519,534.62		

CITY OF BAYPORT
MONTHLY RECEIPTS

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Period Name: APRIL

FUN	Tran Date	Amount	Refer	Comments	Account Descr
FUND 101 GENERAL					
101	04/08/20	\$3,016.73	17200	PAUL KING	R 101-00000-36102 SPECIAL
101	04/08/20	\$2,758.04	17201	DONNA HOGBERG	R 101-00000-36102 SPECIAL
101	04/08/20	\$2,758.04	17202	JANICE ELLIS	R 101-00000-36102 SPECIAL
101	04/08/20	\$3,731.61	17203	R AND H PROPERTY	R 101-00000-36102 SPECIAL
101	04/08/20	\$4,469.60	17204	BAYPORT TRANSMISSION	R 101-00000-36102 SPECIAL
101	04/08/20	\$2,979.72	17205	BAYPORT INVESTMENTS	R 101-00000-36102 SPECIAL
101	04/08/20	\$23,453.81	17206	STILLWATER SCHOOLS	R 101-00000-36102 SPECIAL
101	04/08/20	\$4.29	-24	BUILDING SURCHARGE	G 101-20104 STATE SURCHA
101	04/08/20	\$1.33	-24	PLUMBING SURCHARGE - COMMERCIAL	G 101-20104 STATE SURCHA
101	04/08/20	\$3.00	-24	MECHANICAL SURCHARGE - RESIDENTIAL	G 101-20104 STATE SURCHA
101	04/08/20	\$1.93	-24	State Sales Tax	G 101-20603 SALES TAX PAYA
101	04/08/20	\$50.00	-24	CONTRACTOR LICENSE - SPECIALTY	R 101-41910-32100 BUSINES
101	04/08/20	\$25.00	-24	DRIVEWAY PERMIT	R 101-41910-32200 NONBUSI
101	04/08/20	\$25.00	-24	DUMPSTER/BULK CONTAINER	R 101-41910-32200 NONBUSI
101	04/08/20	\$134.23	-24	PLAN REVIEW	R 101-41910-32210 BUILDIN
101	04/08/20	\$25.00	-24	BUILDING LICENSE LOOKUP	R 101-41910-32210 BUILDIN
101	04/08/20	\$416.00	-24	BUILDING PERMIT	R 101-41910-32210 BUILDIN
101	04/08/20	\$88.50	-24	PLUMBING PERMIT - COMMERCIAL	R 101-41910-32220 PLUMBIN
101	04/08/20	\$357.00	-24	MECHANICAL PERMIT - RESIDENTIAL	R 101-41910-32230 MECHANI
101	04/08/20	\$20.00	-24	PET LICENSE - SPAY/NEUT 2 YR	R 101-42100-32240 ANIMAL F
101	04/08/20	\$3.73	-24	POLICE REPORTS	R 101-42100-34201 POLICE A
101	04/08/20	\$82.50	-24	FIRE (OPERATING SUPPLIES REFUND & R	E 101-42200-220 OPERATING
101	04/08/20	\$1,098.74	-24	FIRE INSPECTION	R 101-42200-34101 FIRE INS
101	04/08/20	\$23.34	-24	FIRE REPORTS/USER FEES	R 101-42200-34105 USER FEE
101	04/08/20	\$100.00	-24	FIRE DONATIONS	R 101-42200-36232 DONATIO
FUND 101 GENER		<u>\$45,627.14</u>			
FUND 206 WATER/SEWER IMPROVEMENT FUND					
206	04/15/20	\$91.96	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	04/15/20	\$21.36	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	04/15/20	\$220.48	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	04/15/20	\$18.00	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/15/20	\$211.96	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/15/20	\$77.47	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/22/20	\$414.44	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/21/20	\$182.08	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/21/20	\$1.20	0	UB Receipt Serv 28 TRUNK W/IND	G 206-12103 A/R GEN BILLIN
206	04/21/20	\$224.38	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	04/16/20	\$243.10	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/16/20	\$1.80	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	04/16/20	\$292.79	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	04/22/20	\$14.33	0	UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	04/22/20	\$12.30	0	UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	04/22/20	\$442.02	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	04/07/20	\$26.44	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/15/20	\$45.38	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	04/15/20	\$48.41	0	UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	04/07/20	\$28.83	0	UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
FUND 206 WATER		<u>\$2,618.73</u>			
FUND 601 WATER					
601	04/15/20	\$2,573.62	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	04/15/20	\$562.84	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING

**CITY OF BAYPORT
MONTHLY RECEIPTS**

Period Name: APRIL

FUN	Tran Date	Amount	Refer	Comments	Account Descr
601	04/15/20	\$1.14	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	04/22/20	\$17.25	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	04/21/20	\$17.58	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	04/21/20	\$2,747.13	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	04/07/20	\$378.90	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	04/07/20	\$6.25	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	04/07/20	\$18.16	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	04/16/20	\$3,609.56	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	04/22/20	\$148.32	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	04/22/20	\$5,326.44	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	04/16/20	\$1.59	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	04/16/20	\$18.16	0	UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	04/15/20	\$258.11	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	04/16/20	\$0.02	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	04/15/20	\$0.96	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	04/15/20	\$1,097.40	0	UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	04/15/20	\$1.15	0	UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	04/22/20	\$4.77	0	UB Receipt Serv 8 SAFE WT'R FE	G 601-14601 WATER BILLING
601	04/07/20	\$162.40	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	04/15/20	\$49.46	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	04/21/20	\$200.00	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	04/15/20	\$0.28	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	04/16/20	\$0.60	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	04/15/20	-\$2,180.25	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	04/22/20	\$39.70	0	UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
FUND 601 WATER		\$15,061.54			
FUND 602 SEWER					
602	04/22/20	\$164.85	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	04/21/20	\$7.58	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	04/21/20	\$2,016.25	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/16/20	\$0.02	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	04/16/20	\$2,610.57	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/07/20	\$305.39	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/07/20	\$6.25	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	04/07/20	\$19.30	0	UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLING
602	04/15/20	\$554.19	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/22/20	\$48.50	0	UB Receipt Serv 20 SEWER ONLY	G 602-14602 SEWER BILLING
602	04/22/20	\$17.25	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	04/22/20	\$4,592.95	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/15/20	\$852.22	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/15/20	\$202.00	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
602	04/15/20	\$1.14	0	UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLING
602	04/15/20	\$2,307.20	0	UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLING
FUND 602 SEWER		\$13,705.66			
FUND 700 BAYTOWN SURCHARGE					
700	04/15/20	\$100.00	0	UB Receipt Surc 18 BT SURCHARGE	G 700-14601 WATER BILLING
700	04/15/20	\$60.24	0	UB Receipt Surc 18 BT SURCHARGE	G 700-14601 WATER BILLING
700	04/16/20	\$280.00	0	UB Receipt Surc 18 BT SURCHARGE	G 700-14601 WATER BILLING
700	04/15/20	\$20.00	0	UB Receipt Surc 18 BT SURCHARGE	G 700-14601 WATER BILLING
700	04/21/20	\$209.11	0	UB Receipt Surc 18 BT SURCHARGE	G 700-14601 WATER BILLING
700	04/22/20	\$240.00	0	UB Receipt Surc 18 BT SURCHARGE	G 700-14601 WATER BILLING
FUND 700 BAYTO		\$909.35			

CITY OF BAYPORT
MONTHLY RECEIPTS

Period Name: APRIL

FUN	Tran Date	Amount	Refer Comments	Account Descr
		\$77,922.42		

**CITY OF BAYPORT
EXPENSE SUMMARY YTD**

FUND	Description	2020 YTD Budget	2020 YTD Amt	2020 YTD Balance	2020 % of Budget Remain
101	GENERAL	\$2,737,855.92	\$872,717.30	\$1,865,138.62	-6.20%
102	STREET RECONSTRUCTION	\$0.00	\$0.00	\$0.00	0.00%
103	G O TIF BD FUND 1990 CAP PR	\$0.00	\$0.00	\$0.00	0.00%
106	TIF ECON DEV DIST 2	\$0.00	\$0.00	\$0.00	0.00%
107	TIF REDEVELOPMENT DISTRICT	\$0.00	\$0.00	\$0.00	0.00%
200	FIRE EQUIPMENT REPLACEMEN	\$0.00	\$0.00	\$0.00	0.00%
201	D.A.R.E.	\$0.00	\$0.00	\$0.00	0.00%
202	DRUG FORFEITURE	\$0.00	-\$400.00	\$400.00	0.00%
203	PUBLIC WORKS EQUIPMENT RE	\$0.00	\$0.00	\$0.00	0.00%
204	RECREATION CAP EQUIP & MAI	\$0.00	\$0.00	\$0.00	0.00%
205	TAX STABILIZATION FUND	\$0.00	\$0.00	\$0.00	0.00%
206	WATER/SEWER IMPROVEMENT	\$0.00	\$492.08	-\$492.08	0.00%
207	PARK IMPROVEMENT FUND	\$0.00	\$0.00	\$0.00	0.00%
208	PRISON SEWER PROJECT	\$0.00	\$0.00	\$0.00	0.00%
209	DEVELOPER REIMBURSED PROJ	\$0.00	\$0.00	\$0.00	0.00%
210	K-9 UNIT	\$0.00	\$0.00	\$0.00	0.00%
211	LIBRARY	\$315,800.00	\$59,362.34	\$256,437.66	-22.45%
303	GO TIF BOND 1990 DEBT SERVI	\$0.00	\$0.00	\$0.00	0.00%
306	DEBT GO BOND 2015A \$2,025,0	\$0.00	\$0.00	\$0.00	0.00%
311	GO IMPROV BONDS OF 1992 DE	\$0.00	\$0.00	\$0.00	0.00%
400	NEW FIRE STATION	\$0.00	\$146,956.25	-\$146,956.25	0.00%
412	CEMETERY CAPITAL IMPROV	\$0.00	\$0.00	\$0.00	0.00%
413	POLICE EQUIPMENT FUND	\$0.00	\$0.00	\$0.00	0.00%
414	OFFICE AUTOMATION	\$0.00	\$0.00	\$0.00	0.00%
415	MUNICIPAL BLDGS MAINT	\$0.00	\$0.00	\$0.00	0.00%
500	HWY 95 INFRASTRUCTURE IMP	\$0.00	\$11,350.00	-\$11,350.00	0.00%
601	WATER	\$523,963.00	\$1,105,190.52	-\$581,227.52	96.61%
602	SEWER	\$310,050.00	\$223,754.85	\$86,295.15	98.75%
800	INVESTMENTS-POOLED	\$0.00	\$0.00	\$0.00	0.00%
803	P & Z ESCROWS	\$0.00	\$2,897.86	-\$2,897.86	0.00%
851	NON EXP TRUST	\$0.00	\$0.00	\$0.00	0.00%
		\$3,887,668.92	\$2,422,321.20	\$1,465,347.72	

***Check Summary Register**

Chk #	Search Name	Check Date	Amount	Comments
012258	AIR FRESH PORTABLE TOILETS	4/9/2020	\$297.50	LIFT STATION PUMPING
012259	AT & T MOBILITY	4/9/2020	\$205.55	PD WIRELESS
012260	AUTO ZONE	4/9/2020	\$45.59	PW mower battery
012261	CENTURY POWER EQUIPMENT	4/9/2020	\$64.30	PW LAWN MOWER PARTS
012262	COMPLETE HEALTH ENVIRONMENTAL	4/9/2020	\$380.00	MAINTENANCE PLAN MARCH 2020
012263	EMERGENCY APPARATUS MAINT., IN	4/9/2020	\$218.62	FD SCAN TOOL DIAGNOSTICS
012264	GEORGE SIEGFRIED CONST	4/9/2020	\$3,150.00	PW CEMETERY COLUMNS
012265	GRAFIX SHOPPE	4/9/2020	\$725.00	PD NEW SQUAD 2020 EXPLORER
012266	HAWKINS WATER	4/9/2020	\$30.00	PW WATER CHEMICALS
012267	JEFF BROWER	4/9/2020	\$290.50	PW MS4 INSPECTION SERVIES
012268	JEFFERSON FIRE & SAFETY	4/9/2020	\$3,141.00	FD BOOTS
012269	KAYSER AUTOMOTIVE GROUP	4/9/2020	\$36,700.00	PD NEW SQUAD 2020
012270	MAMA	4/9/2020	\$25.00	LUNCHEON 02/27 A BELL
012271	MENARDS-STILLWATER	4/9/2020	\$35.31	INV 70872 FD BLDG SUPPLIES
012272	MILLER EXCAVATING	4/9/2020	\$528.00	PW STRET SWEEP DISPOSAL
012273	MVTL	4/9/2020	\$54.00	PW BACTI WATER TESTING
012274	NCPERS GROUP LIFE INS	4/9/2020	\$48.00	APRIL 2020 PREMIUM
012275	S E H	4/9/2020	\$7,871.22	CITY COUNCIL
012276	TRI STATE BOBCAT INC	4/9/2020	\$49,479.97	PW 2020 BOBCAT
012277	VERIZON WIRELESS	4/9/2020	\$236.49	PW MARCH SHARED IPAD
012278	WASHINGTON COUNTY SHERIFF	4/9/2020	\$552.00	PD MOBILE FIELD FORCE
012280	BEST & FLANAGAN LLP	4/15/2020	\$420.00	636 MINNESOTA ST S
012281	COMCAST	4/15/2020	\$125.97	APRIL INTERNET
012282	ECKBERG LAMMERS	4/15/2020	\$2,658.69	MARCH PROSECUTION
012283	EISINGER, JOSH	4/15/2020	\$125.00	March Cleaning
012284	GALOWITZ, MIKE	4/15/2020	\$125.00	MARCH CLEANING
012285	HEALTH PARTNERS	4/15/2020	\$21,574.36	MAY MONTHLY PREMIUM
012286	KIM CLAUSEN	4/15/2020	\$136.10	PHONE REPLACEMENT
012287	MILLER EXCAVATING	4/15/2020	\$55,717.50	LWLP DEMO
012288	MINNESOTA TEAMSTERS	4/15/2020	\$506.00	APRIL DUES
012289	MUNICIPAL EMERGENCY SERVICES	4/15/2020	\$101.69	FD HALO HOOD
012290	NARDINI FIRE EQUIPMENT CO INC	4/15/2020	\$95.65	FIRE EXT INSPECTION
012291	NOVA COMMUNICATIONS	4/15/2020	\$684.94	PHONES MARCH 2020
012292	PLUNKETT S PEST CONTROL	4/15/2020	\$764.50	CITY HALL AND FD
012293	S E H	4/15/2020	\$12,091.75	CC MEETING
012294	SAVATREE	4/15/2020	\$6,350.00	ASH TREE REMOVAL
012295	SCHLENNER WENNER & CO.	4/15/2020	\$8,770.00	PAYROLL MATTERS
012296	U S BANK VISA	4/15/2020	\$4,875.40	ALDI
012297	XCEL	4/15/2020	\$10,808.88	MARCH GAS AND ELECTRIC
012298	AGGREGATE INDUSTRIES	4/23/2020	\$510.12	PW FLOOD SAND
012299	ANCOM COMMUNICATIONS INC	4/23/2020	\$725.00	FD EQUIP
012300	B H E RENEWABLES	4/23/2020	\$1,397.45	FEBRUARY 2020 RENEWABLES
012301	BAYPORT FIRE RELIEF ASSOCIAT N	4/23/2020	\$200.00	KNUTSON
012302	BAYPORT MARINA ASSOCIATION	4/23/2020	\$211.41	PARTS AND LABOR FIRE DEPT
012303	BAYPORT PRINTING HOUSE, INC	4/23/2020	\$100.00	SUPPLIES
012304	BAYPORT TRANSMISSION & AUTO	4/23/2020	\$25.00	pd dodge charger
012305	DELTA DENTAL OF MINNESOTA	4/23/2020	\$2,313.40	APRIL AND MAY PREMIUM
012306	ECKBERG LAMMERS	4/23/2020	\$2,658.69	FEB PROSECUTION
012307	EDGE FALL PROTECTION	4/23/2020	\$18,550.96	LIBRARY AND CITY HALL
012308	EISINGER, JAKE	4/23/2020	\$195.50	FD 340MI X \$.575/MI
012309	GRAINGER	4/23/2020	\$29.14	PW CAUTION TAPE

***Check Summary Register**

Chk #	Search Name	Check Date	Amount	Comments
012310	HOLIDAY COMPANIES	4/23/2020	\$1,490.80	MARCH FUEL
012311	JEFFS SMALL ENGINE	4/23/2020	\$327.99	FD CHAIN SAW AND BOX
012312	MENARDS-STILLWATER	4/23/2020	\$47.43	FD
012313	MINNESOTA FIRE SERVICE CERTIF	4/23/2020	\$580.00	FD HAZMAT TRAINING/EXAM
012314	NAC	4/23/2020	\$3,062.86	FD AIR UNIT REPAIR
012315	NCPERS GROUP LIFE INS	4/23/2020	\$48.00	MAY PREMIUM
012316	PRIMARY PRODUCTS COMPANY	4/23/2020	\$120.00	PPE POLICE
012317	TASC	4/23/2020	\$15.00	JUNE COBRA ADMIN FEE
012318	THOMSON REUTERS - WEST	4/23/2020	\$198.84	PD MARCH INFO CHARGES
			\$262,817.07	

✓ 

4/29/2020

City of Bayport April 2020 Building Permit Report

Issue Date	Permit Number	Parcel Number	Job Description	Job Address	Street Name	Permit Type	Total Fees	Zoning	Use Type	Contractor Name
4/28/2020	BA-2020-00087	1.10292E+12		448 S Minnesota Street, BA, MN 55003	Minnesota Street	MAINT - Door Replace	\$80.00	RESIDENTIAL		Designcraft Construction, Inc
4/23/2020	BA-2020-00078	1.10292E+12		268 S State Street, BA, MN 55003	State Street	MAINT - Roofing Replace	\$105.00	RESIDENTIAL		Reliable Rebuilders
4/21/2020	BA-2020-00076	1.00292E+12	New Fireplace - residential	212 Periwinkle Place, BA, MN 55003	Periwinkle Place	MECH - Fireplace RES	\$85.00	RESIDENTIAL		Hearth & Home Technologies
4/15/2020	BA-2020-00074	1.00292E+12	new furnace	647 N 5th Avenue, BA, MN 55003	5th Avenue	MECH - Pre-Existing	\$85.00	RESIDENTIAL		Perfection Heating
4/15/2020	BA-2020-00075	1.00292E+12	new fireplace	240 N Prairie Way, BA, MN 55003	Prairie Way	MECH - Fireplace RES	\$85.00	RESIDENTIAL		Hearth & Home Technologies
4/7/2020	BA-2020-00068	1.10292E+12		317 S Lake Street, BA, MN 55003	Lake Street	PW - Driveway/Curb Cut	\$25.00	RESIDENTIAL		Homeowner - JAMES & VICKI SELMECKI
4/7/2020	BA-2020-00069	1.00292E+12	New fireplace	1119 N Inspiration Parkway	Inspiration Parkway	MECH - Fireplace RES	\$85.00	RESIDENTIAL		Hearth & Home Technologies
4/6/2020	BA-2020-00067	1.00292E+12	New Home Mechanical	1028 Pioneer Trail, BA, MN 55003	Pioneer Trail	MECH - New Res	\$205.00	RESIDENTIAL		Apollo Heating and Air
3/31/2020	BA-2020-00065	3.0292E+11		698 ARGUS SQ, BA, MN 55003	ARGUS SQ	MAINT - Siding Replace	\$105.00	RESIDENTIAL		Custom Remodelers, Inc
3/31/2020	BA-2020-00066	1.00292E+12		200 N Prairie Way, BA, MN 55003	Prairie Way	MECH - Fireplace RES	\$85.00	RESIDENTIAL		Hearth & Home Technologies

Baytown Township April 2020 Building Permit report - No Activity



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

Date: April 21, 2020
To: Mayor and City Council
Adam Bell, City Administrator
From: Laura Eastman, Chief of Police
Subject: Recognition of COVID-19 donations to the city

BACKGROUND

The Bayport Police Department would like to acknowledge the following for their donations:

<u>Donor</u>	<u>Item</u>	<u>Value</u>
Bayport residents Don and Carol Geiger family	N95 masks (7)	\$280.00
Bread Art employee Dina Furstenberg	Cookies (12)	\$20.00
Riffs Smokehouse, Inc.	Meat jerky (2 boxes)	\$300.00
Stillwater Skin and Medical Spa	Hand sanitizer bottles (7)	\$240.00

RECOMMENDATION

Staff recommends the City Council adopt a motion recognizing the listed donations.



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

Date: April 28, 2020
To: Mayor and City Council
From: Adam Bell, City Administrator
Re: Revisions to various city policies in response to COVID-19

BACKGROUND

On Monday, April 27, I held a meeting with city department heads and office support staff to discuss ongoing projects, workload, and suggestions/recommendations for revisions to city services that we may want to consider implementing in response to COVID-19. Following discussion, the consensus of staff was to implement the following revisions to various city policies:

Park reservations

- New reservations are suspended through June
- Existing reservations will be canceled through June; applicants may choose to receive a refund or select an alternate reservation date later this year or in 2021
- Existing reservations for July through September will be evaluated in the coming weeks as circumstances change

Boat trailer parking permits

- Boat trailer parking permit applications will be accepted beginning May 4
- Individuals that hold and display a 2019 permit may use this sticker until May 15 (2019 permits were issued May 15, 2019); after that time, a 2020 sticker will be required.

Business signage

- Enforcement of the ordinance and permit requirements for business temporary signage will be suspended in the interim
- Should a temporary sign be deemed an interference with visibility, maneuverability, or present safety concerns, the Police Department will notify the owner to relocate or remove the sign
- Additional sign accommodations will be considered through the remainder of the year as the sign ordinance is revised

Utility billing

- The first quarter billing cycle was modified to extend the deadline to May 4
- Payments made by electronic bill pay via Payment Services Network (PSN) were not processed with initial utility billing batch; these accounts are billed separately with a deadline modified accordingly
- Late fees for payments received after the deadline will be waived for this billing cycle

RECOMMENDATION

Staff recommends the City Council adopt a motion authorizing the revisions to various city policies in response to COVID-19, as presented.



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

Date: April 30, 2020

To: Mayor and City Council

From: Adam Bell, City Administrator

RE: Appointment to King Plant Decommissioning and Reuse Advisory Panel

BACKGROUND

Xcel Energy has announced that the Allen S. King Plant, located in Oak Park Heights, will close in 2028. To determine the issues and explore ideas relating to how the King Plant could be repurposed, the City of Oak Park Heights has created a panel consisting of representatives from all the various stakeholders impacted by the closure, including the City of Bayport, to analyze the preliminary questions that will be involved in the final future use of the property.

Oak Park Heights has requested that Bayport appoint one non-elected person to represent the City on the panel. The expectation is that there will be approximately one meeting a month for twelve months. Appointees are expected to communicate information back to their respective organizations. The panel will not have any formal decision-making authority but instead gain information for the Oak Park Heights City Council. To that end and due to the extensive land-use issues involved, I am recommending that the City Council appoint Assistant Administrator/City Planner Sara Taylor as Bayport's representative on the panel.

RECOMMENDATION

Staff recommends the City Council adopt a motion appoint Assistant Administrator/City Planner Sara Taylor to serve on the King Plant Decommissioning and Reuse Advisory Panel.



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

Date: April 29, 2020

To: Mayor and City Council
Adam Bell, City Administrator

From: Matt Kline, Public Works Director

RE: **Public Hearing – Input on the city’s draft Wellhead Protection Plan Part II**

BACKGROUND

Recently, staff completed a draft of the Wellhead Protection Plan Part II for its drinking water supply wells, as required in the Minnesota Wellhead Protection Rule (Part 4720.530, subparts 1-3). Due to the size of the document, the plan is posted electronically on the city’s website for City Council review, as opposed to print. Below is an overview of this portion of the plan, which includes information pertaining to:

1. The inventory of potential contaminants of concern within the drinking water supply management area;
2. The data that was considered in this portion of the plan;
3. Issues, problems, and concerns within the drinking water supply management area;
4. Goals, objectives, and action strategies to address the issues and concerns within the drinking water supply management area;
5. A plan evaluation strategy;
6. A contingency strategy in the event of water system disruption.

The Wellhead Protection Plan process was started in August of 2017 with a multitude of steps leading up to this point. The city is required to complete a plan of work that identifies threats to our drinking water supply and then create management strategies to reduce potential contamination from occurring. Significant work was put into the initial plan development; however, a substantial amount of work will occur after the adoption of the plan. This primarily includes the wellhead protection measures and action plan that is implemented over the 10 years of the overall plan.

In January, the city distributed the draft plan to the local units of government to receive comments and feedback. The city received comments from Washington County and the Metropolitan Council. A public hearing will be held at the May 4 City Council meeting to collect public comments on the draft plan. Per statute requirements, a notification of the hearing was published in the Stillwater Gazette and posted at City Hall. Following the public hearing, staff will send the draft plan to the Minnesota Department of Health (MDH) for review. Upon approval from MDH, the plan will be presented to the City Council for final adoption.

RECOMMENDATION

Staff recommends the City Council hold the public hearing to receive public comment on the Wellhead Protection Plan Part II. No formal action following the hearing is necessary.



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

Wellhead Protection Plan Overview

Wellhead protection planning was implemented in 1986 through the Safe Drinking Water Act (SDWA) to prevent contaminants from reaching drinking water sources, and managing the land surface areas where activities might affect the quality of drinking water sources. The plan consists of developing a wellhead protection area and then creating a contingency plan to ensure safe and affordable drinking water within this area. The wellhead protection area is calculated through geologic and hydraulic surveys of the area and takes into account aquifer characteristics and groundwater flow. In plan development, a local team works to identify and minimize existing and potential sources of contamination within this calculated area.

This plan is considered Part II of the Wellhead Protection Plan. Part I is included as a subset within this plan and was developed by the Minnesota Department of Health (MDH) to identify the wellhead protection area as described above and several other parameters that are subsequently used in the Part II portion of the plan.

The first iteration of the Bayport Wellhead Protection Plan was completed in 2010. The SDWA requires plans to be updated every 10 years. The current plan consists of the following priorities:

- Data elements – City staff review data elements such as soils, geology, and water resources to determine the impact that contamination could have based on these elements. The review also included the impact that changes to water use, regulations, and resources could potentially have on the quality of water.
- Inventory of potential contaminants – City staff reviewed past and present contaminant site data, local knowledge, and visual perspectives to compile a list of potential contaminant sources within the wellhead protection area.
- Issues, problems, and opportunities – City staff identified water and land use issues, problems, and opportunities related to 1) the aquifer used by the city wells; 2) the quality of well water and surface water; or 3) land or water use within the drinking water supply management area.
- Goals, objectives, and action strategies – City staff developed goals, objectives, and action strategies based on all the data that was gathered within the plan to address issues and concerns within the drinking water supply management area.
- Evaluation – An evaluation procedure was developed to report the status of plan and implementation to the City Council and MDH.
- Alternative water supply/contingency plan – City staff has an approved Water Supply Plan from the DNR that fulfills this requirement.

Part II of the Wellhead Protection Plan will be implemented over a 10 year period. The plan plays a significant role in grant funding acquisition, land use, city/residential activities, and capital improvement planning. If you have any questions or concerns regarding the plan please contact Public Works Director Matt Kline at 651-275-4404 or publicworks@ci.bayport.mn.us.



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

Date: April 29, 2020

To: Mayor and City Council
Adam Bell, City Administrator

From: Matt Kline, Public Works Director

RE: Consider an adjustment to the assessment for 293 3rd Street North related to city infrastructure work in conjunction with MnDOT's Highway 95 Improvement Project

BACKGROUND

The property at 293 3rd Street North was originally assessed for sewer, due to video evidence that a connection was present on the 3rd Street North sewer line. Q3 Contracting was recently tracing the sewer lateral for a gas main replacement project in this area and discovered that the sewer lateral line actually exits to the 2nd Avenue North sewer main. It appears that at some point, the sewer later connection was changed as there is still a lateral connection to 3rd Street North that has not been capped.

Further inspection by city staff and Q3 Contracting verified that the 3rd Street North connection has been abandoned within the building but never plugged at the sewer main, probably due to cost constraints associated with replacing street, sidewalk, and curb infrastructure. The 2nd Avenue North connection is receiving all sewer water from the property.

The original procedure called for a special assessment to properties that were directly connected to the infrastructure that was being replaced/repared. Given the recent findings, the initial assessment reasoning is no longer valid for this property. Staff is recommending the removal of this assessment from the assessment roll. All costs associated with this assessment will be paid by the city. The assessment cost was \$2,979.74.

The process for the removal of an assessment from the assessment roll would normally require a public hearing. However, given the current public health circumstances and that this involves one assessment, the city took the following steps:

1. Received a signed copy of the attached letter from the property owner accepting his right to waive the public hearing requirement associated with state statute supplemental assessment process to correct "omissions, errors, or mistakes" in the original assessment.
2. Corrected the assessment roll to eliminate this property.

RECOMMENDATION

Staff recommends the City Council adopt a motion accepting the corrected assessment roll, as presented.



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

April 15, 2020

Hidden Pines Property LLC
Greg Ellingson, Property Owner
515 Lakeside Dr
Bayport MN 55003

Dear Mr. Ellingson,

This letter is to inform you about a correction to the special assessment that has been levied to your property at 293 3rd St. N.

While tracing sewer lateral lines for an Xcel Energy gas main replacement project, an employee for Q3 Contracting discovered that the sewer lateral line for 293 3rd St No exits onto 2nd Ave. N. rather than onto 3rd St. N. It appears that at some point in time the sewer lateral connection was changed as there is still a lateral connection to 3rd St N. that is open to the property. Further investigation by city staff verified the 2nd Ave. N. connection, and the city believes that the 3rd St. N. connection was abandoned but never plugged, which is why it was still thought to be active.

The original assessment procedure called for a special assessment to properties that were directly connected to the infrastructure that was being replaced/repared. Given this procedure, your property was assessed due to video evidence of the connection on 3rd St No. The discovery of the new connection effectively eliminates your property from receiving an assessment.

The process for the removal of an assessment from the assessment roll would normally require a public hearing however, given the current public health circumstances and the lone assessment that this discovery affects, the city proposes the following:

1. A signed copy of this letter acknowledging that the property owner is waiving the public hearing for the supplemental assessment (removal of assessment from assessment roll).
Signature below acknowledges this statement.
2. The property owner will return the original signed letter to the city and receive a fully executed copy for their records.


Greg Ellingson
Hidden Pines LLC

4-20-2020
Date

Adam Bell
City Administrator

Date

Bayport TH 95 Utilities
Assessment Roll

PIN	Owner Name	Address	City	Lot Size (square feet)	Land Use	Exist. Bldg.	Number of Lots/Units	San. Imp.	San. Units	Sanitary Sewer Imp. Assessment	Wtr. Imp.	Wtr. Units	Water System Imp. Assessment	Total Assessment
163-0202920330013	ANDERSEN CORPORATION	759 3RD ST N	Bayport	7,591	I	N	1.08	Y	1.08	\$2,990.90			\$0.00	\$2,990.90
163-0202920330014	ANDERSEN CORPORATION	743 3RD ST N	Bayport	7,534	I	N	1.08	Y	1.08	\$2,968.57			\$0.00	\$2,968.57
163-0302920440032	LORENCE GARY C & BARBARA A	782 3RD ST N	Bayport	7,500	R	Y	1.00	Y	1.00	\$2,758.04			\$0.00	\$2,758.04
163-0302920440033	TEETZEL JOSEPH F	798 3RD ST N	Bayport	7,500	R	Y	1.00	Y	1.00	\$2,758.04			\$0.00	\$2,758.04
163-1102920220025	CHURCH OF ST CHARLES	409 3RD ST N	Bayport	22,688	Inst.	Y	3.24			\$0.00	Y	3.24	\$56,933.32	\$56,933.32
163-1102920220052	ISD 834 STILLWATER	309 4TH ST N	Bayport	59,527	Inst.	Y	8.50	Y	8.50	\$23,453.81			\$0.00	\$23,453.81
163-1102920220065	CITY OF BAYPORT & CITY HALL	294 3RD ST N	Bayport	30,101	Muni.	Y	4.30	Y	4.30	\$11,859.80			\$0.00	\$11,859.80
163-1102920220066	HIDDEN PINES PROPERTIES LLC	293 3RD ST N	Bayport	7,563	C	Y	1.08						\$0.00	\$0.00
163-1102920220067	BAYPORT INVESTMENTS L P	277 3RD ST N	Bayport	7,563	C	Y	1.08	Y	1.08	\$2,979.72			\$0.00	\$2,979.72
163-1102920220068	HESLEY JENSEN POST #491, AMERICAN LEGION OF BAYPOR	263 3RD ST N	Bayport	7,563	C	Y	1.08	Y	1.08	\$2,979.74			\$0.00	\$2,979.74
163-1102920220071	GAZDIK JEREMY F & JENNIFER L	241 3RD ST N	Bayport	3,096	C	Y	0.44	Y	0.44	\$1,219.78			\$0.00	\$1,219.78
163-1102920220093	R&H PROPERTY LLC	243 3RD ST N	Bayport	9,471	C	Y	1.35	Y	1.35	\$3,731.61			\$0.00	\$3,731.61
163-1102920230006	TRS AGR PAUL & JUDITH KING	210 3RD ST N	Bayport	7,656	C	Y	1.09	Y	1.09	\$3,016.43			\$0.00	\$3,016.43
163-1102920230007	HOGBERG DONNA M	226 3RD ST N	Bayport	7,620	R	Y	1.00	Y	1.00	\$2,758.04			\$0.00	\$2,758.04
163-1102920230010	GLORIS M SWAGER LIV TRS ETAL	209 3RD ST N	Bayport	10,121	C	Y	1.45	Y	1.45	\$3,987.81	Y	1.45	\$25,398.12	\$29,385.93
163-1102920230024	CITY OF BAYPORT & CITY HALL	169 3RD ST N	Bayport	7,092	Muni.	N	1.01	Y	1.01	\$2,794.42	Y	1.01	\$17,797.50	\$20,591.92
163-1102920230025	CITY OF BAYPORT & CITY HALL	<Null>	Bayport	4,817	Muni.	N	0.69	Y	0.69	\$1,897.84	Y	0.69	\$12,087.20	\$13,985.03
163-1102920230026	BIG DOG HOLDINGS LLC	143 3RD ST N	Bayport	6,527	C	Y	0.93	Y	0.93	\$2,571.77	Y	0.93	\$16,379.46	\$18,951.23
163-1102920230035	THOMAS SAMANTHA M	101 STATE ST N	Bayport	10,527	R	Y	1.00	Y	1.00	\$2,758.04			\$0.00	\$2,758.04
163-1102920230036	SCHEEL DAVID L & HEATHER J	318 CENTRAL AVE	Bayport	7,643	R	Y	1.00	Y	1.00	\$2,758.04			\$0.00	\$2,758.04
163-1102920230037	NORDIC EAST ENTERPRISES INC	110 3RD ST N	Bayport	7,643	C	Y	1.09	Y	1.09	\$3,011.37	Y	1.09	\$19,179.21	\$22,190.57
163-1102920230038	NORDIC EAST ENTERPRISES INC	<Null>	Bayport	1,899	C	Y	0.27	Y	0.27	\$748.32	Y	0.27	\$4,766.01	\$5,514.33
163-1102920230039	NORDIC EAST ENTERPRISES INC	174 3RD ST N	Bayport	28,596	C	Y	4.09	Y	4.09	\$11,266.89	Y	4.09	\$71,758.16	\$83,025.06
163-1102920230065	TELLINGHUISEN GORDY A & SUZANNE J TELLINGHUISEN	120 3RD ST S	Bayport	11,344	C	Y	1.62	Y	1.62	\$4,469.60			\$0.00	\$4,469.60
163-1102920230066	USHER AMY R & ALLEN R	319 CENTRAL AVE	Bayport	11,657	R	Y	1.00	Y	1.00	\$2,758.04			\$0.00	\$2,758.04
163-1102920230068	MCGRAW-ENGELKING WENDY K	125 3RD ST S	Bayport	9,369	C	Y	1.34	Y	1.34	\$3,691.31			\$0.00	\$3,691.31
163-1102920230069	ELLIS KENNETH D & JANICE M	157 3RD ST S	Bayport	9,369	R	Y	1.00	Y	1.00	\$2,758.04			\$0.00	\$2,758.04
163-1102920230070	KIRK TIMOTHY R	175 3RD ST S	Bayport	9,369	R	Y	1.00	Y	1.00	\$2,758.04			\$0.00	\$2,758.04
163-1102920230110	HODGDON BARRETT G & JEANNE	321 CENTRAL AVE	Bayport	9,814	R	Y	1.00	Y	1.00	\$2,758.04			\$0.00	\$2,758.04
163-1102920230116	NOT JUST A CAFE INC	193 3RD ST N	Bayport	11,814	C	Y	1.69	Y	1.69	\$4,654.93	Y	1.69	\$29,646.98	\$34,301.91
	Totals						47.51		43.19	\$119,116.97		14.46	\$253,945.98	\$373,062.95



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

Date: April 23, 2020
To: Mayor and City Council
From: City Administrator Adam Bell
Police Chief Laura Eastman
Re: Consider the installation of security key card access control system at City Hall and old Fire Hall buildings

BACKGROUND

City staff has conducted research and received quotes for a new security key card access control system and removal of old door system. The current numerical push button system has been utilized for decades and it is lacking security features that should be in place. The current system allows the public to potentially view the security code and it periodically breaks when staff attempts to change the code.

The new system would allow administrative staff to immediately and remotely change access permissions without having to change the code for every door. Additional features would allow administrative staff to access an activity log, which includes adjusting times for certain staff to be allowed access and an alarm sent via wi-fi advising if a door was forced open. The Department of Corrections has agreed to pay \$3,000 toward the cost of replacing the system at the old Fire Hall if the project can be approved before July 2020, which is the end of their fiscal year.

RECOMMENDATION

Staff recommends the City Council adopt a motion authorizing the purchase of a new security key card access control system as quoted through Innovative Security Services, Inc. & Low Voltage for a price of \$20,752.57 for City Hall and \$9,731.24 for the old Fire Hall.

ACCESS CONTROL SYSTEM

Proposal Date 3/02/20
SalesPerson Amy Lau
Site Contact LAURA EASTMAN
Telephone 651-275-4412
Fax Number

Job Site

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BAYPORT POLICE DEPARTMENT-OLD FIRE STATION
294 THIRD STREET N
BAYPORT, MN 55003

BAYPORT POLICE DEPARTMENT-OLD FIRE STATION
294 THIRD STREET N
BAYPORT, MN 55003

Proposed Items

Qty	Description	Part Number	Location	Category	Amount
3.00	HID Card Reader	HID Card Reader	Per Installers	@495.81/Unit	1,487.43
1.00	See Notes	Electronic-1	Needed per Reader	Lock Work	2,930.00
1.00	Power Supply For Access Control	Power Sup For C	Head End Equipment	Power Supply	295.07
25.00	Prox Cards-	Prox	Prox Cards	@7.01/Unit	175.25
1.00	Shielded Access Cable	Cable 22-4 P	Throughout Building	Shielded Cable	409.02
1.00	Alarm.Com Access Controller	Alarm.Com Contr	Head End Equipment	ALARM.COM AC	1,598.90

Benefits of Alarm.com Access Control:

- Customers can remotely add/remove users, buzz doors open and lock/unlock doors from their phone or website.
- Works across all Alarm.com-Compatible Intrusion Panels, video, z-wave locks & thermostats.
- Cloud-based. No local computer required. No onsite maintenance /upgrades needed.
- Video tagging of all events in the Alarm.com ecosystem including: card reads, door forced/ held open, as well as any system activity, including arming, sensor activations, alarms, and more when an Alarm.com SVR is in place on location.

1.00 Alarm.Com Acss Cntrl 2Dr Expan	Alarm.Com 2Expt	Head End Equipment	@689.97/Unit	689.97
1.00 24 X 20 Mercury Enclosure	Miscellaneous	Head End Equipment	Mercury Enclosu	675.60
1.00 Pull Cable, Mount, Program, Ne	Labor	Throughout Building	Pull Cble/Pgrm/	1,470.00

We will be installing 3 Schlage ND80 Heavy Duty Storeroom function lever locks and rekey them to match your existing keys.

We will be installing 3 HES 5200 electric strikes and 3latch guard.

We will also be installing a Northon 1601 door closer.

The monthly maintenance is \$59.45/tax per month plus tax

ACCESS CONTROL SYSTEM

Proposal Date 3/02/20
SalesPerson Amy Lau
Site Contact LAURA EASTMAN
Telephone 651-275-4412
Fax Number

Job Site

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BAYPORT POLICE DEPARTMENT-OLD FIRE STATION
294 THIRD STREET N
BAYPORT, MN 55003

BAYPORT POLICE DEPARTMENT-OLD FIRE STATION
294 THIRD STREET N
BAYPORT, MN 55003

Pricing

Price Of Proposed Job

Sub Total **9,731.24**

Total Job Price **9,731.24**

Payment Schedule

Signed Contract
Job Completed

Terms And Conditions

Upon acceptance of this proposal, the purchaser agrees to the terms and conditions of the separate signed contract.

*You may be required to carry a permit - Please check with your city.

**If your ISP or Wifi password changes, a billable service call may be required.

Labor to be determined by Technician.

This proposal may be withdrawn by us if not accepted within 30 Days

Please sign below to indicate your acceptance of this proposal.

ACCESS CONTROL SYSTEM

Proposal Date 4/09/20
SalesPerson Amy Lau
Site Contact LAURA EASTMAN
Telephone 651-275-4412
Fax Number

Job Site

Page 1

BAYPORT POLICE DEPARTMENT-CITY HA
294 THIRD STREET N
BAYPORT, MN 55003

BAYPORT POLICE DEPARTMENT-CITY HA
294 THIRD STREET N
BAYPORT, MN 55003

Proposed Items

Qty	Description	Part Number	Location	Category	Amount
7.00	HID Card Reader	HID Card Reader	Per Installers	@495.81/Unit	3,470.67
1.00	Lock Work- See Notes (Text)	Electronic-1	Needed per Reader	Lock Work	7,540.74
1.00	Power Supply For Access Contro	Power Sup For C	Head End Equipment	Power Supply	465.87
50.00	Prox Cards-	Prox	Prox Cards	@7.01/Unit	350.50
1.00	Shielded Access Cable	Cable 22-4 P	Throughout Building	Shielded Cable	954.38
1.00	Alarm.Com Access Controller	Alarm.Com Contr	Head End Equipment	ALARM.COM AC	1,598.90

Benefits of Alarm.com Access Control:

- Customers can remotely add/remove users, buzz doors open and lock/unlock doors from their phone or website.
- Works across all Alarm.com-Compatible Intrusion Panels, video, z-wave locks & thermostats.
- Cloud-based. No local computer required. No onsite maintenance /upgrades needed.
- Video tagging of all events in the Alarm.com ecosystem including: card reads, door forced/ held open, as well as any system activity, including arming, sensor activations, alarms, and more when an Alarm.com SVR is in place on location.

3.00	Alarm.Com Acss Cntrl 2Dr Expan	Alarm.Com 2Expt	Head End Equipment	@689.97/Unit	2,069.91
1.00	24 X 20 Mercury Enclosure	Miscellaneous	Head End Equipment	Mercury Enclosu	675.60
1.00	Pull Cable, Mount, Program, Ne	Labor	Throughout Building	Pull Cble/Pgrm/	3,626.00

ACCESS CONTROL SYSTEM

Proposal Date 4/09/20
SalesPerson Amy Lau
Site Contact LAURA EASTMAN
Telephone 651-275-4412
Fax Number

Job Site

Page 2

**BAYPORT POLICE DEPARTMENT-CITY HA
294 THIRD STREET N
BAYPORT, MN 55003**

**BAYPORT POLICE DEPARTMENT-CITY HA
294 THIRD STREET N
BAYPORT, MN 55003**

We will be installing 4 Schlage ND80 heavy duty storeroom function lever locks and rekey to match your existing keys.

We will also be installing 4 HES 5200 electric strikes and 4 latchguards

Here is the revised quote adding the heavy duty mag locks.

The monthly maintenance is \$59.45/tax per month plus tax

ACCESS CONTROL SYSTEM

Proposal Date 4/09/20
SalesPerson Amy Lau
Site Contact LAURA EASTMAN
Telephone 651-275-4412
Fax Number

Job Site

Page 3

BAYPORT POLICE DEPARTMENT-CITY HA
294 THIRD STREET N
BAYPORT, MN 55003

BAYPORT POLICE DEPARTMENT-CITY HA
294 THIRD STREET N
BAYPORT, MN 55003

Pricing

Price Of Proposed Job

Sub Total **20,752.57**

Total Job Price **20,752.57**

Payment Schedule

Signed Contract
 Job Completed

Terms And Conditions

Upon acceptance of this proposal, the purchaser agrees to the terms and conditions of the separate signed contract.

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**If your ISP or Wifi password changes, a billable service call may be required.

Labor to be determined by Technician.

This proposal may be withdrawn by us if not accepted within 30 Days

Please sign below to indicate your acceptance of this proposal.



Bayport Fire Department

1012 5th Avenue North (Station Address) Bayport, MN 55003
294 3rd St. North (Mailing Address) Bayport, MN 55003
Fire Hall Phone (651) 275-4401 • Fax (651) 275-4402

Date: April 22, 2020

To: Mayor and City Council
Adam Bell, City Administrator

From: Allen Eisinger, Fire Chief

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

The April month-to-date call volume is 46, compared to 98 in April 2019. The year to date 2020 call volume is 287, compared to 396 in 2019. All fire departments in the county are reporting a 25-50% reduction in calls due to the stay at home order. Monthly e-drills consisted of ladders and SCBA, as well as fit testing/SCBA maintenance. Fire inspections and plan reviews are ongoing.

Member update:

- All members and families are doing well during the ever-changing challenges facing us today.
- E-learning is going well, as well as the wearing of masks while at the station and in the trucks. Sometimes it is not possible to wear masks due to the need to use our SCBA equipment.
- We have been able secure some N95 masks and other PPE and disinfectant supplies; waiting on some orders to be delivered.
- Two members have submitted their resignation due to pending moves out of the area.
- The boat is in the water and has already had a call out.

Meetings/events:

- Weekly conference/Zoom calls with Washington County Emergency Management and Sheriff's Office dispatch.
- COVID-19 updates from Regions Emergency Medical Service are now weekly and are updated as needed.
- The Mopar event at the Washington County Fairgrounds has been cancelled. We anticipate more events will be cancelled until August. The county staff are evaluating the status of this year's fair.

Stay Positive, Stay Safe!



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

Laura Eastman
Chief of Police

Jay Jackson
Sergeant

Date: April 23, 2020
To: Mayor and City Council
City Administrator Adam Bell
From: Police Chief Laura Eastman
Subject: Police Reports and Updates

Past Events & Upcoming Events

Postponed

Recognition of Donations

Bayport residents Don and Carol Geiger family	N95 masks (7)	\$280.00
Bread Art employee Dina Furstenberg	Cookies (12)	\$20.00
Riffs Smokehouse, Inc.	Meat jerky (2 boxes)	\$300.00
Stillwater Skin and Medical Spa	Hand sanitizer bottles (7)	\$240.00

TOTAL Incidents/calls/self-initiated responses year to date = 2,442

MISC. / FACEBOOK

Extra patrols Hwy. 95/ businesses and residences



Bayport Police Department

April 6 at 8:13 AM · 🌐

Attention Bayport Community:

As we all know COVID-19 is a terrible virus and people are becoming seriously ill or worse.

As a reminder, social distancing is recommended by the Centers for Disease Control (CDC) and this is also the Governors order, which means it is a violation under Minn. Stat. 12.45; if you do not adhere to it.

We're asking for your cooperation and efforts in the following manner. Please keep 6 feet distance apart from each other and wear a mask.

The current recommendation is to wear a cloth mask when you're in public, which can be washed and reused. Many household items such a handkerchiefs, shirts, or even a light weight winter face mask can be utilized.

Please help keep our community safe by doing your part. Keep your distance from others, wear a mask and stay healthy.



Bayport Police Department

March 19 at 4:24 PM · 🌐

Bayport Community members,

We encourage you all to stay informed as we navigate this ever changing situation. Below is the link to the CDC, which is one of the most up to date and informational links regarding COVID-19.

Stay safe, be kind to each other and practice social distancing.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

March Continued

3/22/2020 09:58	BP20001956	XXX Highway 95, BAYPORT	DIRECTED PATROL
3/22/2020 12:05	BP20001959	XXX 3rd St N, BAYPORT	FOUND WALLET
3/22/2020 16:30	BP20001962	XXX 3RD ST N, BAYPORT	OFFICER INFORMATION
3/22/2020 19:32	BP20001965	XXX 2nd St N, BAYPORT	MEDICAL
3/22/2020 21:10	BP20001967	XXX Central Ave N, BAYPORT	MEDICAL
3/23/2020 11:33	BP20001976	XXX Highway 95 N, BAYPORT	MEDICAL
3/23/2020 15:40	BP20001987	XXX Highway 95, BAYPORT	DIRECTED PATROL
3/23/2020 15:56	BP20001988	FIRST STATE BANK, BAYPORT	DIRECTED PATROL
3/23/2020 16:08	BP20001989	XXX 2ND AVE S, BAYPORT	NOISE COMPLAINT/DISTURBANCE
3/23/2020 22:33	BP20001999	XXX Hwy 95 N, BAYPORT	DIRECTED PATROL
3/23/2020 22:35	BP20001998	XX POINT RD, BAYPORT	DIRECTED PATROL
3/23/2020 22:38	BP20002000	XX CENTRAL AVE, BAYPORT	DIRECTED PATROL
3/24/2020 02:50	BP20002002	XX POINT RD, BAYPORT	DIRECTED PATROL
3/24/2020 03:11	BP20002003	XXX 3rd St N, BAYPORT	Business Check
3/24/2020 05:00	BP20002004	XXX Highway 95 N, BAYPORT	MEDICAL
3/24/2020 12:17	BP20002008	XXX 3RD ST N, BAYPORT	Off-Sale Violation -unfounded-
3/24/2020 13:10	BP20002010	XX POINT RD, BAYPORT	DIRECTED PATROL
3/24/2020 16:59	BP20002020	XXX 3rd St N, BAYPORT	CIVIL MATTER/DISPUTE
3/24/2020 17:35	BP20002021	XXX 4th Ave N, BAYPORT	VEHICLE UNLOCK
3/24/2020 18:00	BP20002022	FIRST STATE BANK, BAYPORT	DIRECTED PATROL
3/25/2020 00:09	BP20002030	XX POINT RD, BAYPORT	DIRECTED PATROL
3/25/2020 02:25	BP20002031	XXX 5TH AVE N, BAYPORT	In park after hours
3/25/2020 06:33	BP20002032	XX CENTRAL AVE, BAYPORT	DIRECTED PATROL
3/25/2020 08:23	BP20002033	XXX 4th St N, BAYPORT	MEDICAL
3/25/2020 08:49	BP20002034	XXX 3RD ST N, BAYPORT	GUN PERMIT
3/25/2020 08:49	BP20002035	XXX 3RD ST N, BAYPORT	GUN PERMIT
3/25/2020 11:07	BP20002036	XXX Highway 95, BAYPORT	DIRECTED PATROL
3/25/2020 14:38	BP20002043	40XXX -498 3RD ST N, BAYPORT	W/W SPEED
3/25/2020 15:39	BP20002045	XXX 4th St N, BAYPORT	MEDICAL
3/25/2020 17:46	BP20002046	XXX Inspiration Pkwy N, BAYPORT	911 ABANDONED/HANGUP/OPEN LINE
3/25/2020 17:56	BP20002047	XXX 4th St N, BAYPORT	MEDICAL
3/26/2020 00:01	BP20002055	PERIWINKLE PL, BAYPORT	AOA/Assist Dispatch
3/26/2020 10:52	BP20002065	XXX Highway 95, BAYPORT	DIRECTED PATROL
3/26/2020 12:01	BP20002068	XXX 4th Ave N, BAYPORT	ELECTRICAL FIRE
3/26/2020 14:52	BP20002070	XXX 3RD ST N, BAYPORT	FOUND PROPERTY/ITEM
3/26/2020 15:23	BP20002072	XXX 4TH ST N, BAYPORT	CITIZEN/PUBLIC ASSIST
3/26/2020 15:54	BP20002073	XX POINT RD, BAYPORT	DIRECTED PATROL
3/26/2020 17:09	BP20002076	FIRST STATE BANK, BAYPORT	DIRECTED PATROL
3/26/2020 22:42	BP20002087	XXX 3rd St N, BAYPORT	Unlawful Use of MV
3/27/2020 10:34	BP20002092	XXX Primrose Path N, BAYPORT	MEDICAL
3/27/2020 15:07	BP20002093	Unknown, BAYPORT	CIVIL MATTER/DISPUTE
3/27/2020 21:55	BP20002095	XX POINT RD, BAYPORT	DIRECTED PATROL
3/28/2020 09:26	BP20002096	Unknown, BAYPORT	FOUND PROPERTY/ITEM
3/28/2020 14:02	BP20002099	XX POINT RD, BAYPORT	DIRECTED PATROL
3/28/2020 14:44	BP20002105	FIRST STATE BANK, BAYPORT	DIRECTED PATROL
3/28/2020 17:43	BP20002109	XXX 2nd St N, BAYPORT	911 ABANDONED/HANGUP/OPEN LINE
3/28/2020 19:05	BP20002110	XXX Minnesota St S, BAYPORT	ANIMAL COMPLAINT
3/28/2020 20:36	BP20002111	XXX 3rd St N, BAYPORT	Water leak
3/28/2020 20:42	BP20002113	XXX 2nd St N, BAYPORT	911 ABANDONED/HANGUP/OPEN LINE
3/28/2020 21:03	BP20002117	XXX 3rd St N, BAYPORT	Business check
3/28/2020 20:43	BP20002114	XXX Quality Ln N, LAKELAND	ASSIST OTHER AGENCY
3/29/2020 14:36	BP20002132	FIRST STATE BANK, BAYPORT	DIRECTED PATROL
3/29/2020 17:30	BP20002134	XXX Highway 95 N, BAYPORT	MEDICAL
3/29/2020 18:38	BP20002135	XXX 5th Ave S, BAYPORT	ANIMAL COMPLAINT
3/29/2020 23:44	BP20002141	XX POINT RD, BAYPORT	DIRECTED PATROL
3/30/2020 6:18	BP20002142	XXX 5TH ST N, BAYPORT	Wild animal complaint
3/30/2020 11:28	BP20002149	XXX 3rd St N, BAYPORT	CAMERA RETURNED
3/30/2020 13:00	BP20002151	XX POINT RD, BAYPORT	DIRECTED PATROL
3/30/2020 13:20	BP20002152	XXX Minnesota St S, BAYPORT	W/W SPEED
3/30/2020 14:42	BP20002153	XXX Minnesota St S, BAYPORT	VEHICLE REPO REPORT
3/30/2020 15:30	BP20002155	XXX Highway 95, BAYPORT	DIRECTED PATROL
3/30/2020 17:12	BP20002156	XX Central Ave, BAYPORT	DISORDERLY CONDUCT
3/31/2020 16:10	BP20002171	Unknown, BAYPORT	CIVIL MATTER/DISPUTE
April Call Load			
4/1/2020 11:25	BP20002182	XX CENTRAL AVE, BAYPORT	SUSPICIOUS PERSON/ACTIVITY
4/1/2020 11:56	BP20002184	XXX Central Ave, BAYPORT	911 ABANDONED/HANGUP/OPEN LINE
4/1/2020 13:07	BP20002186	XX POINT RD, BAYPORT	DIRECTED PATROL
4/1/2020 14:09	BP20002192	XXX Highway 95, BAYPORT	DIRECTED PATROL
4/1/2020 14:40	BP20002193	XXX 3rd St N, BAYPORT	GAS LEAK
4/1/2020 15:01	BP20002194	XXX 6th St S, BAYPORT	SUSPICIOUS PERSON/ACTIVITY
4/1/2020 20:16	BP20002196	Hwy 95/10th ave N, BAYPORT	T/S - no action
4/1/2020 20:26	BP20002197	3rd St N / 2nd Ave N, BAYPORT	MV Blocking traffic
4/2/2020 0:16	BP20002200	XXX 1ST AVE S, BAYPORT	Assist city hall

4/2/2020 15:25	BP20002201	LAKESIDE DR S & LAKESIDE BAY S, BAYPOI	PARKING VIOLATION
4/2/2020 17:10	BP20002203	1XXX Inspiration Pkwy N, BAYPORT	911 ABANDONED/HANGUP/OPEN LINE
4/2/2020 17:38	BP20002204	XX POINT RD, BAYPORT	DIRECTED PATROL
4/2/2020 19:11	BP20002209	XX POINT RD, BAYPORT	DIRECTED PATROL
4/2/2020 19:15	BP20002210	XXX Highway 95, BAYPORT	DIRECTED PATROL
4/3/2020 3:34	BP20002220	XXX 5TH ST N, BAYPORT	CITIZEN/PUBLIC ASSIST
4/3/2020 7:08	BP20002224	XXX Lakeside Dr S, BAYPORT	LOST DOG
4/3/2020 7:41	BP20002226	XXX 3RD ST N, BAYPORT	GUN PERMIT
4/3/2020 11:29	BP20002232	XXX 2nd St N, BAYPORT	MEDICAL
4/3/2020 14:29	BP20002235	XX POINT RD, BAYPORT	DIRECTED PATROL
4/3/2020 14:39	BP20002236	XXX Highway 95, BAYPORT	DIRECTED PATROL
4/3/2020 14:14	BP20002238	XXX 9th St N, BAYPORT	Medical Alarm
4/4/2020 8:09	BP20002250	XXX Highway 95, BAYPORT	DIRECTED PATROL
4/4/2020 11:54	BP20002254	XXX 5th St N, BAYPORT	SUSPICIOUS PERSON/ACTIVITY
4/4/2020 13:49	BP20002257	Barkers Alps Park, BAYPORT	PARK INCIDENT - CITY
4/4/2020 14:19	BP20002259	XXX INSPIRATION PKWY N, BAYPORT	PUBLIC ASSIST
4/4/2020 16:04	BP20002260	MINNESOTA ST S / 3RD AVE S, BAYPORT	CITE - SPEED 54/30
4/4/2020 22:59	BP20002262	XXX 1st Ave S, BAYPORT	SUICIDE ATTEMPT/THREATS OF
4/5/2020 1:36	BP20002265	XXX Highway 95 N, BAYPORT	MEDICAL
4/5/2020 11:38	BP20002276	PRIMROSE PATH / PIONEER TRL, BAYPORT	SPEED TRAILER DEPLOYMENT
4/5/2020 14:15	BP20002279	70XXX -972 MINNESOTA ST S, BAYPORT	V/W FAIL TO MAINTAIN LANE
4/6/2020 12:26	BP20002289	XX POINT RD, BAYPORT	NUISANCE
4/6/2020 13:17	BP20002290	Unknown, BAYPORT	CITIZEN/PUBLIC ASSIST
4/6/2020 16:24	BP20002297	XXX Highway 95, BAYPORT	DIRECTED PATROL
4/6/2020 16:29	BP20002298	XX POINT RD, BAYPORT	DIRECTED PATROL
4/6/2020 17:03	BP20002299	XXX 2ND ST N, BAYPORT	LIVE TRAP REQUEST
4/7/2020 2:39	BP20002310	XXX 5TH ST N, BAYPORT	CITIZEN/PUBLIC ASSIST
4/7/2020 2:52	BP20002311	XX POINT RD, BAYPORT	DIRECTED PATROL
4/7/2020 13:09	BP20002313	XX POINT RD, BAYPORT	DIRECTED PATROL
4/7/2020 15:38	BP20002319	XXX Highway 95, BAYPORT	DIRECTED PATROL
4/7/2020 17:07	BP20002320	XXX PERRO CREEK DR S, BAYPORT	SUSPICIOUS PERSON/ACTIVITY
4/7/2020 18:07	BP20002321	XXX 3RD ST S, BAYPORT	ANIMAL COMPLAINT
4/7/2020 19:12	BP20002322	LAKESIDE DR S / LAKESIDE BAY S, BAYPORT	Cite - 24 hr parking violation
4/7/2020 19:35	BP20002324	PRAIRIE WAY S / INSPIRATION PKWY S, BAYPORT	ROAD HAZARD
4/7/2020 23:46	BP20002334	XX POINT RD, BAYPORT	DIRECTED PATROL
4/8/2020 8:33	BP20002339	Highway 95 N / 10th Ave N, BAYPORT	SUSPICIOUS PERSON/ACTIVITY
4/8/2020 13:07	BP20002341	XXX 3RD ST S, BAYPORT	DIRECTED PATROL
4/8/2020 13:12	BP20002342	Unknown, BAYPORT	CITIZEN/PUBLIC ASSIST
4/8/2020 13:35	BP20002343	XX POINT RD, BAYPORT	DIRECTED PATROL
4/8/2020 14:57	BP20002348	XXX 5th Ave N, BAYPORT	PARKING COMPLAINT
4/8/2020 16:57	BP20002350	XXX 5TH AVE N, BAYPORT	CITE - PARK WHERE SIGNS PROHIBIT
4/8/2020 17:01	BP20002351	XXX 5TH AVE N, BAYPORT	CITE - PARK WHERE SIGNS PROHIBIT
4/8/2020 17:07	BP20002352	XXX 5TH AVE N, BAYPORT	CITE - PARK WHERE SIGNS PROHIBIT
4/8/2020 17:11	BP20002353	XXX 5TH AVE N, BAYPORT	CITE - PARK WHERE SIGNS PROHIBIT
4/8/2020 17:14	BP20002354	XXX 5TH AVE N, BAYPORT	CITE - PARK WHERE SIGNS PROHIBIT
4/8/2020 18:32	BP20002355	Barkers Alps Park, BAYPORT	PUBLIC ASSIST - COVID CONCERN
4/9/2020 8:13	BP20002370	XX CENTRAL AVE, BAYPORT	FOUND PROPERTY - DRONE
4/9/2020 10:32	BP20002374	XXX 3RD ST N, BAYPORT	GUN PERMIT
4/9/2020 10:33	BP20002375	XXX 3RD ST N, BAYPORT	OFFICER INFORMATION
4/9/2020 14:59	BP20002377	XXX 3RD ST N, BAYPORT	OFFICER INFORMATION
4/9/2020 15:17	BP20002379	XX POINT RD, BAYPORT	DIRECTED PATROL
4/9/2020 18:39	BP20002385	XXX Highway 95, BAYPORT	DIRECTED PATROL
4/9/2020 20:40	BP20002387	XXX 3rd St N, BAYPORT	CITIZEN/PUBLIC ASSIST
4/10/2020 8:59	BP20002398	XXX Perro Creek Dr S, BAYPORT	SUSPICIOUS PERSON/ACTIVITY
4/10/2020 15:57	BP20002408	XX POINT RD, BAYPORT	DIRECTED PATROL
4/10/2020 18:43	BP20002411	XXX Highway 95, BAYPORT	DIRECTED PATROL
4/10/2020 21:59	BP20002418	Barkers Alps Park, BAYPORT	SUSPICIOUS PERSON/ACTIVITY
4/10/2020 22:37	BP20002419	XX POINT RD, BAYPORT	DIRECTED PATROL
4/10/2020 22:47	BP20002420	XX Central Ave, BAYPORT	In park after hours/COVID-19 viol
4/10/2020 22:52	BP20002421	XX CENTRAL AVE, BAYPORT	V/W in park after hours
4/10/2020 23:00	BP20002422	XXX 3rd St S, BAYPORT	SUSPICIOUS PERSON/ACTIVITY
4/11/2020 8:25	BP20002426	3rd St S / 4th Ave S, BAYPORT	SUSPICIOUS PERSON/ACTIVITY
4/11/2020 10:32	BP20002427	XXX 3rd St N, BAYPORT	911 ABANDONED/HANGUP/OPEN LINE
4/11/2020 13:56	BP20002428	XX POINT RD, BAYPORT	DIRECTED PATROL
4/11/2020 14:26	BP20002430	BARKERS ALPS , BAYPORT	CITIZEN/PUBLIC ASSIST
4/11/2020 14:41	BP20002431	Stagecoach Trl N / 56th St N, BAYPORT	DISTURBANCE
4/11/2020 16:41	BP20002432	XXX MARINER DR, BAYPORT	CITIZEN/PUBLIC ASSIST
4/11/2020 17:11	BP20002435	XXX Highway 95, BAYPORT	DIRECTED PATROL
4/11/2020 22:13	BP20002442	XXX 3rd St S, BAYPORT	TRESPASS PAPER ATTEMPT

Bayport Public Library



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

Date: April 23, 2020
To: Mayor and City Council; Adam Bell, City Administrator
From: Jill Smith, Bayport Public Library Director
Re: Bayport Library Update

We spent the first two weeks of the month completely closed, with no staff reporting to the building. We felt this was the best decision to keep our community safe. We were able to resume no-contact pickup of holds on April 13. The service is much appreciated by our residents. People still need their library materials! After our two week closure, we sent 624 requests to other libraries on Monday, April 13, compared to the average on 140 on most Mondays. We are still not certain about when we can reopen fully to the public. We are currently planning to reopen in stages, with advice from State Library Services, the Department of Health and the CDC for guidance on group gatherings. We will try to coordinate reopening with Washington County Library to lessen confusion for patrons.

We are working to obtain WiFi hotspots that we can check out to patrons, especially to members of our community who need to access internet for schooling. We hope to have this in place as soon as possible. At this time, the Library's WiFi can be accessed in the parking lot and around the building's perimeter.

This pandemic has also brought attention to the importance of resources we can offer remotely, without having to be at the Library. Working with Washington County Library and the Metropolitan Library Service Agency (MELSA), we are also able to provide a large selection of eBooks, eAudiobooks, digital magazines, and other resources that can be accessed online. I also answer questions over chat through AskMN, a statewide resource, on Thursday afternoons.

In person summer reading events will have to be canceled this year. I hope we will be able to reschedule performers for the fall or winter, and will work with our partners to share video performances with our patrons. We are planning to have some small virtual programs, like hands-on art and science, for small groups, with the opportunity to pick up materials at the Library. We are also adding an online component to our summer reading program, where kids and teens can log their time spent reading, write and share book reviews, and complete literacy activities to earn badges and prizes. Our only goal for summer reading this year is for families to enjoy sharing books together. Our more exciting plans to rejuvenate our summer reading program will wait until 2021.

I have also attached a report of the sessions that I attended at the Public Library Association Conference from February 26-29. I am thankful to the Foundation for Bayport Public Library for funding my attendance and travel at this informative and inspiring conference.

The magic of libraries often happens when patrons gather in our space to learn, relax, and connect, and we miss our patrons so much. It is not natural for us to be here without our public! We are focusing on how we can connect our patrons and the resources they need remotely to keep everyone safe. We know when we are able to reopen, there will be an even larger need for library services. Thanks for continuing to support the Bayport Library through this difficult time for our community.

2020 Public Library Association Annual Conference Sessions Report

Although the Public Library Association Conference seems like a lifetime ago, it was really less than two months ago. I had a bad cold, not COVID 19, during the conference, so I did not feel like I was able to enjoy spending time in Nashville, and focused my energy on the conference sessions I attended. I am very thankful for the support of the Foundation for Bayport Public Library to fund my conference travel expenses.

Opening Session with Stacey Abrams

Stacey Abrams was very inspiring in this packed opening session. She focused on making sure that everyone is allowed to vote and what measures libraries can support to ensure access. We are very fortunate to have a strong voting system here in Minnesota that really encourages participation.

Big Ideas with Dr. Bettina Love

Dr. Love works in equity in education, and she talked about her work could also be used in libraries to promote equitable services. She is a very inspiring speaker and made great points about how we set up or perpetuate systems that are inequitable.

Decreasing Barriers to Library Use

This session was about work to decrease barriers to library use. There was a lot about fines, which doesn't apply to us. I did like how they talked about awareness of services varies for communities that did not grow up always using libraries. I also liked how they thought library services should be an overlapping circle of experiences that are pleasant, products people love and well thought out facilities.

Transforming Service through Spaces

This was about three libraries in Canada that did redesigns – but it was really big libraries with multi-million dollar budgets, so I don't know that I can bring a lot back for our project. The libraries are in Ottawa, Calgary and Edmonton. The Ottawa Library is still in the planning process. The Calgary Library is stunning, and you should definitely look it up online! They had thousands of people attend their grand opening celebration and have seen a huge increase in use. The Edmonton Library project started as a simple redo of the outside and turned into a much more in depth and expensive project.

Library Space Designed by Library Staff

This library, in the Hamptons in New York, took a boxy space in an industrial park and turned it into a functioning library on their own (with a little help from a designer that they didn't mention much.) The staff was very involved in creating the design for the library, and they did have help procuring shelving and furniture, and the industrial park owners did the construction of the space. If we had more staff or I had design skills, a project like this would make sense for us. It went easier because they were moving into brand new space and could specify how it was done, and had a fairly large team that could devote time to the project.

What Your Onboarding Says About Your Organization

Having just worked to start a new staff person, I thought this might be interesting, and although it was, it was also clearly for larger organizations. I do think important points to consider is how I can promote a better working culture and how to make new staff feel more welcome to share ideas for improvements.

Big Ideas with Haben Girma

Haben Girma is a deaf blind young woman who completed Harvard Law School and who works for disability rights. Her talk was touching and very inspiring as well, and really made me think about how much we take for granted about how the world works, and how it really is not difficult to make whatever accommodations you can to allow everyone to participate.

Closing Opportunity Gaps through School-Library Partnerships

This was my favorite session by far. The Marin County Library in California hired staff to work with schools in their area directly to really foster partnerships with schools and students. While early in their project, I think it really speaks to what libraries can do if they put resources behind their priorities. At the same time, the staff was realistic about the barriers that they faced and talked about some of the real challenges in their work.

Uniting Library Patrons, Staff, Donors and Advocates for Library Giving Day

This was a presentation from the Seattle Public Library Foundation about Library Giving Day, which is happening this year on April 23. They have developed an easy to use toolkit for libraries or library foundations that want to participate. I will be sharing this information with the Foundation, as I think it could have a lot of potential for next year!

Recruiting and Engaging Friends and Trustees Under Age 40

This session talked more about generational differences than I thought was necessary, but really spoke about how the majority of Friends groups and trustees for libraries across the country are boomers. We do have some younger members, thank you! One of the pieces of advice is to listen to your new members, so I hope we are listening to our new members! The other advice was to recruit for roles, and I do think we tried to do that last year.

A Deep Dive into Diverse Books

This session covered a wide array of diverse books for children. The presenters have a database called the Diverse Families Bookshelf, available at diversefamilies.org. Finding more diverse recommended titles for children is always welcome and appreciated.

Strategic Approaches and Sustainability for Library Creative Spaces

While "Spaces" in the title caught my attention, it was really more about creating a makerspace or other space for creativity in your library. My current plans are not to add a dedicated makerspace to our library, but it was interesting to hear about libraries that are working on makerspace projects.



CITY OF BAYPORT
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Date: April 21, 2020

To: Mayor and City Council
Adam Bell, City Administrator

From: Matt Kline, Public Works Director

RE: May Public Works Department Report

The department has been working diligently to keep up with the spring work while also making sure staff is staying safe. This time of year means cleaning up from winter work and prepping for summer work. Street sweeping, lawn mower maintenance, fixing plow damage, and installing water meters have kept our crew busy.

Other projects/work occurring in the city includes:

1. Gas Main Replacement – This work is in conjunction with the Highway 95 reconstruction project occurring this summer and has resulted in some sidewalk and parking limitations downtown. The majority of this work will be completed by May 4.
2. Highway 95 Project – This project is slated to begin the first week in May. First will be tree grubbing, followed by water and sewer main repairs/lining. City staff has been planning water shutoffs, performing locates, coordinating with Andersen Corporation and Croixdale, and meeting with the contractor regarding the city infrastructure work. This project will make for a full summer of work for the department.
3. Temporary Seasonal Positions – In February, the department had three seasonal positions committed to working this summer with the hope to complete some significant work. Due to Covid-19 circumstances, one committed to another job and another had their layoff time increased from their current employer. Both could return as seasonal employees, but the timing is unknown.
4. MS4 Program – Material, plans, mapping, and requirements for the municipal separate storm sewer system (MS4) permit are wrapping up. The city will be holding a public hearing in the next few months and provide an overview to the City Council and the public regarding the program.
5. Fall Protection Equipment at City Buildings – Fall protection equipment was installed this month at the old fire hall, city hall, and the library to conform with OSHA roof fall protection requirements. A grant was received to cover a portion of this installation.
6. Flood Event – Thankfully the flooding this year did not reach the levels from last year. A few roads and alleys were closed and Lakeside Park was significantly impacted again. The park will need some major landscape work to reseed the flooded area or be evaluated for some other type of landscaping.
7. Fertilizer/Herbicide Application – One quote was received for the fertilizer/herbicide/aeration application work. Staff administratively approved a reduced version of the quote. The aeration portion exceeded \$15,000 and was not considered due to budget constraints. The quote was for a single season which will allow staff to consider options regarding the aeration aspect moving forward. This would include the option of buying an aeration machine to perform the work by city crews.
8. Parks – Playgrounds, beach house, and shelters are currently closed for use, however, the city encourages all residents to get outside and enjoy the outdoors. All city trails and green spaces are open for walking as long as social distancing is observed. The new playground equipment for Lakeside Park will be arriving the last week in April, with installation to be determined depending on the contractor's availability.



CITY OF BAYPORT
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Date: April 22, 2020
To: Mayor and City Council
Adam Bell, City Administrator
From: Sara Taylor, Assistant City Administrator/Planner
Re: **Department Update – May City Council meeting**

ADMINISTRATION OFFICE SUPPORT

Over the last few weeks, I have been working with Mary and Chantelle to keep things moving through City Hall despite city facilities being closed to the public, including responding to general citizen inquiries, circulating correspondence to city staff and consultants, and processing permits. Mary and Chantelle deserve much of the recognition and thanks for this work, which is very much appreciated by myself, department heads, and the public. They have also done an outstanding job at learning and managing the accounts payable/receivable, bank deposits, and 1st quarter utility billing. We are so very fortunate to have two dedicated Office Support Specialists with a great work ethic, willing to do whatever is needed to get the job done and support the organization. Excellent work indeed!

LAND AND WATER LEGACY PROJECT

Demolition of the structures and hydroseeding this new open space was recently completed at the site. Since that time, I have been working with staff at the county and Washington Conservation District (WCD) to develop a scope of work for a natural resource management plan for the site, which is a requirement of the conservation easement. The scope has been completed and we are now awaiting a quote from the WCD and timeline to complete this work. We are fortunate that the management plan may be classified as “essential” and since much of the scope involves fieldwork, staff is hopeful this work can be completed despite the Governor’s COVID-19 stay at home order.

On a related note, Matt and I have been working with SEH to develop a scope for the remaining survey work on site. The survey work was postponed to avoid potential overlap in activity with the management plan (locating/identifying specific tree species, size, etc.) Now that we have a defined scope for the management plan, we can complete the scope for the survey and obtain quotes for this work. Upon completion of the survey, staff can then proceed with identifying the best location for temporary public access to the site and finalizing the access easement with Andersen Corporation. The next steps will involve refining the concept site plan that was developed in 2018, based on elevations and suitability of siting features in feasible locations and public engagement.

GENERAL TASK / PROJECT SUMMARY

Other tasks/projects I have been working on include:

- Completed 1st quarter Water Efficiency Grant Report for Metropolitan Council; developing program criteria and public outreach/media materials for promotion (to launch following COVID-19)
- Completed PNP election expense and reimbursement report and submitted to county; the report will be vetted and processed through the Secretary of State to reimburse the city for most election supply and salary expenses incurred
- Rewriting/reformatting city personnel policy ordinance using League of Minnesota Cities model template; employee handbook is also being developed to elaborate on specific policies
- Responding to various zoning inquiries for properties listed for sale, potential projects, setback/lot requirements, and permit requests
- Completing zoning compliance plan reviews for new construction, decks, patios, etc. in Inspiration
- Coordinating the preparation of City Council agenda items, minutes, and packets



CITY OF BAYPORT
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Date: April 30, 2020
To: Mayor and City Council
From: Adam Bell, City Administrator
Re: Department Update – May City Council meeting

Instead of a normal Administrator Report, I want to highlight the potential financial impact and responses created by the COVID-19 (Coronavirus) Pandemic. I will provide more information during the meeting for the areas listed below:

COVID-19 RESPONSES

Federal & State Executive Orders

- Stay at Home Orders
- Closing Business Operations
- Social Distancing Guidelines
- Reopening Framework - ?

Bayport COVID-19 Responses

- Emergency Declaration; Close Facilities to Public; Cancel Events
 - Waiver of Utility Bill Late Fees; Temp. Parking Provisions for Downtown Restaurants/Businesses
 - Establishing COVID-19 Cost Tracking Systems
 - Planning for Reopening of Operations
- City Employees
 - Split Shift/Telework Operations – Devising Policies & FAQ's
 - Federal Medical Leave (Families First Corona Virus Response Act)
 - Meeting Options w/ Technology

Possible Fiscal Risk Areas/Impacts

- Operations - Revenues (2020 Budget & Future Years)
 - State Aids: LGA, Transportation Aids, Police & Fire Aids
 - Property Taxes
 - Fees: General Fund, Enterprise Funds, Special Revenue Funds
 - Building permit, inspection, plan review fees
 - Park reservation & event fees
 - Utility fees
 - Ordinance violations
 - Library fees & events
- Capital Improvement Program / Planned Borrowing
 - General Obligation Bond (CIP) & G.O. Revenue Bond (Enterprise Funds)
 - Reevaluate Potential Future Borrowing –
 - CIP (Debt Service is Levy Funded) & Enterprise Fund
 - Analysis of High, Medium, Low Priority Items
 - Leverage collaborative/alternative funding sources where possible
 - Create levy capacity for future