

**CITY OF BAYPORT  
CITY COUNCIL MEETING  
Council Chambers, 294 North 3<sup>rd</sup> Street  
November 10, 2008**

**REGULAR MEETING**

**6:00 P.M.**

**CALL TO ORDER**

**ROLL CALL** (Mayor Nowaczek and City Councilmembers Carlson, Johnson, Kraftson and Ridgway)

**PROCLAMATIONS, COMMENDATIONS, PETITIONS, AND ANNOUNCEMENTS**

- 1 October recycling award to Harold Wendorf
- 2

**OPEN FORUM**

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

- 1.

**CONSENT AGENDA**

**TAB #**

**Consider a resolution adopting items 1 through 10**

- |                                                                                                |    |
|------------------------------------------------------------------------------------------------|----|
| 1. October 6, 2008 City Council regular meeting minutes                                        | 1  |
| 2. October payables and receipts                                                               | 2  |
| 3. October building, plumbing and mechanical permits                                           | 3  |
| 4. Special event application for "Lighting of the Green" at Village Green Park                 | 4  |
| 5. Request for \$1,300.00 donation to the Youth Service Bureau                                 | 5  |
| 6. Annual step increase for the Finance Officer                                                | 6  |
| 7. Canvassing the tabulation of votes and declaring the results from the 2008 General Election | 7  |
| 8. Amendment to the MSCWMO Water Management Plan regarding stormwater credits                  | 8  |
| 9. Special event application for Pack 113 wreath sales at Village Green Park                   | 9  |
| 10. Accept tree memorial donation from Dave Goulette and family                                | 10 |

**COUNCIL LIAISON REPORTS**

**UNFINISHED BUSINESS**

- |                                                                                         |    |
|-----------------------------------------------------------------------------------------|----|
| 1. Public Assessment and Improvement Hearings for 2008 Alley Paving Improvement Project | 11 |
| 2. Consider awarding a bid for the 2008 Alley Paving Improvement Project                | 12 |
| 3. Update on purchase of property at 226 3 <sup>rd</sup> Street North                   |    |
| 4. Update on Highway 95 Pedestrian Crossing Study and discussion of grant opportunities | 13 |

- 5. Discuss prioritizing improvements for Barker's Alps Park and potential funding 14

**NEW BUSINESS**

- 1. Consider a resolution to allow a variance from off-street parking requirements for a proposed office/retail building at 174 3<sup>rd</sup> Street South 15
- 2. Public hearing to consider vacating a portion of 1<sup>st</sup> Avenue South to allow additional off-street parking for the proposed office/retail building at 174 3<sup>rd</sup> Street South 16
- 3. Consider an ordinance amending Chapter 62, Vegetation, of the Bayport City Code, creating an ordinance for the management of hazardous trees 17

**BUDGET DISCUSSION** 18

*The City Administrator will begin with a brief overview of the proposed 2009 budget, followed by discussion of the items listed below.*

- 1. Discuss Bayport Library contribution to Municipal Building Maintenance Fund 19
- 2. Consider an ordinance amending Chapter 2, Administration, of the Bayport City Code, regarding revisions to the Mayor and City Council compensation rate 20
- 3. Discuss and consider a funding request for 2009 in the amount of \$2,400.00 by Belwin Athletics for the Lucy Winton Bell Athletic Field 21
- 4. Discuss and consider a funding request for 2009 for Community Volunteer Service and Senior Centers 22
- 5. Discuss and consider a resolution adopting the 2009 budget 23
- 6. Discuss and consider a resolution adopting the 2009-2013 capital improvement plan (CIP) 24
- 7. Discuss and consider a resolution adopting the 2009 tax levy 25

**COUNCIL ITEMS AND ANNOUNCEMENTS**

**CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS**

- 1. Closed session to discuss pending litigation
- 2.

**ADJOURNMENT**

**RESOLUTION NO. 08-**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD NOVEMBER 10, 2008**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 10<sup>th</sup> day of November 2008. at 6:00 p m.

The following members were present:

The following members were absent:

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

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-10 FROM THE NOVEMBER 10, 2008 CITY COUNCIL AGENDA**

- 1 October 6, 2008 City Council regular meeting minutes
- 2 October payables and receipts
- 3 October building, plumbing and mechanical permits
4. Special event application for "Lighting of the Green" at Village Green Park
5. Request for \$1,300.00 donation to the Youth Service Bureau
6. Annual step increase for the Finance Officer
7. Canvassing the tabulation of votes and declaring the results from the 2008 General Election
8. Amendment to the MSCWMO Water Management Plan regarding stormwater credits
9. Special event application for Pack 113 wreath sales at Village Green Park
10. Accept tree memorial donation from Dave Goulette and family

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:

Jonathan Nowaczek –	Connie Carlson –
Dan Johnson –	Torry Kraftson –
Sharon Ridgway –	

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 10<sup>th</sup> day of November 2008.

ATTEST

\_\_\_\_\_  
Mike McGuire, City Administrator

\_\_\_\_\_  
Jon Nowaczek, Mayor

**CITY OF BAYPORT  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBER  
OCTOBER 6, 2008  
6:00 P.M.**

**CALL TO ORDER**

Pursuant to due call and notice, Mayor Nowaczek called the regular City Council meeting of October 6, 2008 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

**ROLL CALL**

Members Present: Mayor Jon Nowaczek, Councilmembers Connie Carlson, Dan Johnson, Torry Kraftson and Sharon Ridgway

Members Absent: None

Others Present: Administrator Mike McGuire, Fire Chief Mike Bell, Police Chief Laura Eastman, Public Works Supervisor Mel Horak, Engineer Barry Peters, Assistant Administrator/Planner Sara Taylor, Attorney Nick Vivian

**PROCLAMATIONS/COMMENDATIONS/PETITIONS**

1. Mayor Nowaczek thanked the Bayport Community Action League and many volunteers for their efforts in sponsoring a successful Derby Days event on September 20<sup>th</sup>.
2. Mayor Nowaczek announced that the September recycling award went to Mark Johnson.

**OPEN FORUM** - None

**CONSENT AGENDA**

Mayor Nowaczek read items 1-13 on the consent agenda.

Councilmember Carlson requested clarification on waiving the applicant's special event application fee (item #11), and Councilmember Kraftson commented on an email from a resident encouraging the purchase of fuel-efficient city vehicles (items #8 and #10). Administrator McGuire indicated that fuel costs are an important consideration when purchasing city vehicles, and the proposed police vehicle will not be another SUV.

Councilmember Carlson introduced the following resolution and moved its adoption, clarifying that the special event application fee will be waived for item #11, the Halloween "Tunnel of Terror":

**Resolution 08-17**

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-13 FROM THE  
OCTOBER 6, 2008 CITY COUNCIL AGENDA**

1. September 8, 2008 City Council regular meeting minutes
2. September 8, 2008 Public Works Department Review minutes
3. September payables and receipts
4. September building, plumbing and mechanical permits
5. Change orders for improvement work at Lakeside Park
6. Police Department Safe & Sober Communities Grant Agreement

7. Police Department Alcohol and Gambling Enforcement Project Grant Contract
8. Police Department Squad Vehicle Replacement
9. Canine Program Donations – 3<sup>rd</sup> Quarter Summary
10. Purchase of new Public Works pickup truck
11. Special event application to use Perro Park for Halloween “Tunnel of Terror”
12. Expenditures for Public Works and Police as specified within OSHA grant agreement
13. Agreement to assess sewer hookup costs for 690 Minnesota Street South

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

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Sharon Ridgway – aye
Dan Johnson – aye	

**PUBLIC HEARINGS - None**

**COUNCIL LIAISON REPORTS**

Councilmember Ridgway reported the Cable Commission’s next meeting is scheduled for Wednesday, October 15, 2008, 7:00 p.m., at the cable studio located in the Valley Ridge Mall in Stillwater.

Councilmember Kraftson reported on the September 11, 2008 meeting of the Middle St. Croix Watershed Management Organization (MSCWMO). SEH is finalizing the survey work and doing some final easement work on the storm sewer project. The MSCWMO approved a stormwater accumulation credit policy to satisfy the on-site infiltration requirements for new and redeveloped sites, and member cities will be asked to adopt the resolution. Performance standards for redevelopment of a site with impervious coverage were also clarified. The next meeting is scheduled for Thursday, October 9, 2008, 7:00 p.m., at the Washington Conservation District office located in the Valley Ridge Mall.

Councilmember Johnson reported on the library board meeting of September 25, 2008. Items discussed were library emergency procedures, approval of the 2009 preliminary library budget, and the 2009 holiday closing schedule. The next meeting is scheduled for Thursday, October 23, 2008, 6:00 p.m., at the library.

Councilmember Johnson reported on a recent meeting of Andersen Corporation’s Community Advisory Committee (CAC) board that oversees Andersen’s XL Permit issued by the Minnesota Pollution Control Agency (MPCA). There was a report by the MPCA on the air quality monitoring devices installed at Andersen Elementary and on Point Road. The monitors were placed in the two different locations to gauge levels, based on wind direction. Both monitors registered the same levels, so the monitoring device at Andersen Elementary will be removed. MPCA monitoring indicated that Bayport’s air quality was linked more closely to that of other metropolitan reporting stations, rather than specific activity from Andersen Corporation. Detailed information on the monitoring can be found at the MPCA’s website. The next quarterly meeting of the CAC has yet to be scheduled, and all meetings are open to the public.

Councilmember Carlson reported the next meeting of the Lower St. Croix Partnership is scheduled for Wednesday, November 19, 2008, 7:00 p.m., at the St. Croix County Government Center.

**UNFINISHED BUSINESS**

Consider acceptance of an alley paving feasibility study and consider setting a public improvement hearing and public assessment hearing for the project: Engineer Peters reviewed a feasibility report ordered at the September 8, 2008 City Council meeting, for paving an existing gravel alley between 8<sup>th</sup>

and 9<sup>th</sup> Streets North and 4<sup>th</sup> and 5<sup>th</sup> Avenues North. The estimated project cost is \$15,600.00, which would allow the city to obtain quotes, instead of going through a bidding process. Engineer Peters stated the city does not have a policy addressing alley paving improvements, and a letter was sent to the affected property owners to gauge interest in the project. Half of the property owners supported the project and half did not. Current policy is to recover 50% of the project costs through special assessments against the benefited properties. He reviewed the property owners' costs, using the city's current assessment policy of assessing improvements on a unit (7,000 square feet of property) basis, and an alternate assessment method of assessing on a per parcel basis. He believes the alley paving project is feasible and economical, from an engineering standpoint. He recommended acceptance of the feasibility report, setting the public improvement and public assessment hearings for November 10, 2008, and authorizing staff to obtain quotes for the project.

Discussion followed on the South Minnesota Street Utility Project assessment process, and whether underground improvements were based on a per unit basis, and above ground improvements based on a linear foot method. Councilmembers noted the importance of being consistent with the city's assessment process and directed staff to clarify the current policy.

It was moved by Councilmember Kraftson and seconded by Councilmember Johnson to approve the 2008 alley paving improvement feasibility report, authorize staff to obtain quotes for the project, set the public improvement and public assessment hearings for November 10, 2008, and determine whether the assessments should be done on a front footage basis. Motion carried.

Review of City Hall business hours: Administrator McGuire reviewed a trial of extended Monday-Thursday business hours, with an early closing on Fridays, which generated discussion of going to a four-day workweek. He noted a four-day workweek would cut commuting costs for staff, reduce City Hall electric and gas usage, and provide more convenient hours for customers/residents. He recommended establishing City Hall business hours Monday-Thursday, 7:30 a.m.-5:00 p.m., on a trial basis through October 1, 2009, and that City Hall office employees be allowed to work between 36-40 hours per week, as workload permits, with wages adjusted accordingly.

Discussion followed on handling utility emergencies on Fridays, and Administrator McGuire stated the process would be the same as on weekends and holidays (calling Washington County non-emergency). He further noted Public Works would continue with a five-day workweek. He explained that holiday pay would be factored on a maximum of 96 hours per year, which is equivalent to 12 eight-hour paid holidays. Mayor Nowaczek recommended that both the employee and their supervisor be in agreement when working less than the normal 40 hours per week. Councilmember Kraftson expressed concern with employees being able to stay on task and productive for 10 hours a day in an office setting, and suggested flexibility in allowing staff to continue working the current schedule. The importance of communicating City Hall business hours was noted.

It was moved by Councilmember Ridgway and seconded by Councilmember Johnson to establish City Hall business hours as Monday-Thursday, 7:30 a.m. to 5:00 p.m., on a trial basis through October 1, 2009, or shorter, and that City Hall employees, with consent of their supervisor, be allowed to work between 36 to 40 hours per week, as their workload permits, and their wages be adjusted accordingly. Motion carried.

Councilmember Kraftson encouraged residents to share their opinions during the year regarding the new City Hall business hours.

Consider options for teeter-totter replacement at Lakeside Park: After continuing discussions with Councilmember Ridgway, Public Works Supervisor Mel Horak recommended that the city purchase one four-seat spring teeter-totter from St. Croix Recreation Company, for \$2,395.19, and one two-seat

traditional style teeter-totter from Earl F. Anderson Company, for \$1,767.90. The total for the two teeter-totters is \$4,163.09, without installation, and staff projects that funding will be available in the playground equipment replacement fund by the time the invoices are received. Installation would be another \$700.00-\$900.00.

It was moved by Councilmember Kraftson and seconded by Councilmember Ridgway to purchase and negotiate installation of the two teeter-totters, as recommended by staff. Motion carried.

Update on the temporary storage of the house on city property: Administrator McGuire noted that the conditions set by the City Council at the September meeting to continue the temporary storage agreement have not been met. He recommended that a motion be adopted to discontinue the temporary storage of the house on public property, effective October 15, 2008. Discussion followed on the ramifications and options should the owner not comply with the order to move the house.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to discontinue the temporary storage of the house on public property, effective October 15, 2008, due to failure to make the required rental payment, and to direct staff to take appropriate action to ensure the house is moved in 10 days. Motion carried.

Consider the property appraisal for 226 3<sup>rd</sup> Street North, adjacent to City Hall: Administrator McGuire reported a two-year old appraisal for the subject property was recently updated, which indicated the appraisal stayed the same at \$170,000.00. The estimated land value is \$75,000.00. He indicated the house has little value to the city, as the property would potentially be used for a commercial purpose, i.e., parking or a commercial structure. Discussion followed on the value of the city pursuing purchase of the property. It was noted that this property acquisition would most likely meet the use standards of the city's restricted fund generated by the sale of the city's power distribution system to NSP many years ago. Councilmembers generally agreed to pursue the property acquisition and to direct Administrator McGuire to negotiate a fair price; Councilmember Kraftson was opposed to the acquisition. Administrator McGuire was directed to proceed with negotiations and report back to the City Council.

## **NEW BUSINESS**

Consider a request for a conditional use permit to allow outdoor seating and consumption of food and beverages within a proposed outdoor, uncovered front porch area at the Hesley Jensen American Legion Post 491, located at 263 3<sup>rd</sup> Street North: Assistant Administrator/Planner Taylor reviewed a request from the Bayport American Legion for a Conditional Use Permit (CUP) to allow outdoor seating and consumption of food and beverages. The property is zoned Central Business, with commercial businesses on three sides and residential homes on the east side. An uncovered front porch area on the northwest corner of the building, with maximum dimensions of 21 feet x 13 feet, is proposed for the outdoor area. The uncovered porch would meet the setback requirements and no variances would be required. The porch would accommodate six additional seats and hours would be limited to 10:00 a.m. to 10:00 p.m., which would be consistent with the CUP for Woody's Bar and Grill outdoor patio area. Access to the porch would be controlled from within the building, via a proposed patio door. The Planning Commission held the required public hearing on September 15, 2008, and recommended approval of the application, subject to the Findings of Fact as stated in Section C of the staff report and the conditions recommended by staff. Staff feels the proposed CUP application is reasonable and recommended approval.

Commissioner Kraftson questioned why the 20-foot setback was not measured from the property line and whether a variance would be required. Planner Taylor explained there is a wide sidewalk in front of the proposed porch area and the 20-foot setback is measured from the road right-of-way line. City code specifies a setback of 20 feet from the paved road area. She further explained that uncovered porches are

a specific permitted encroachment in city code and can encroach up to three feet from the property line; the proposed porch would meet this setback. It was recommended the resolution be revised to clarify that the porch will be elevated approximately 30 inches.

Councilmember Ridgway introduced the following resolution and moved its adoption, subject to the suggested Findings of Fact and Conditions of Approval as found by the Planning Commission, and further Conditions of Approval that the porch be raised to the floor level of the building interior, access be limited through the building only, and that a railing be installed around the porch:

**Resolution 08-18**

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW OUTDOOR SEATING AND CONSUMPTION OF FOOD AND BEVERAGES WITHIN A PROPOSED OUTDOOR, UNCOVERED FRONT PORCH AREA AT 263 3<sup>RD</sup> STREET NORTH, LEGALLY DESCRIBED AS LOT 3, BLOCK 56, OF BAYPORT, WASHINGTON COUNTY, MINNESOTA**

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

Jon Nowaczek – aye	Torry Kraftson – aye
Connie Carlson – aye	Sharon Ridgway – aye
Dan Johnson – aye	

Consider a preliminary concept and cost estimate for Phase I improvements at Barker's Alps Park:

Landscape Architect Larry Wacker updated the City Council on the status of the Brownfield Assessment of the rubble area in the park, reporting that the MPCA contractor hopes to begin the assessment in the next couple of weeks, with a report in six to eight weeks. Mr. Wacker reviewed a list of items for Phase I of the Barker's Alps Park improvements. The preliminary cost estimate for the improvements is \$898,200.00, which includes a 20% contingency. The existing path to the top of the bluff is not scheduled for Phase I. It was noted that this trail is part of a designated snowmobile trail, and, as such, staff was directed to look into the issue, for any impacts. Mayor Nowaczek noted that the current property owners in the Inspiration development have already paid a park dedication fee and would not be required to directly pay for further park improvements. Mr. Wacker stated the current Inspiration developers had expressed an interest in contributing funds during the community meeting held earlier this year.

Councilmembers voiced the following comments:

- Councilmember Kraftson suggested minimizing the use of an expensive four-foot retaining wall for the new bluff trail by relocating part of the trail onto a less pitched area.
- Councilmember Kraftson stated he was impressed with the new disk golf course in Oak Park Heights' Brekke Park and was reconsidering his opposition to adding a course at Barker's Alps.
- Councilmember Kraftson believes the city has an obligation to the Inspiration developers and residents to complete a significant portion of the improvements at the south end of the park, as well as an obligation to all residents to provide a safe trail connection between the lower and upper portions of the park.
- Mayor Nowaczek suggested relocating the trail exit from the park toward the northwest, to make it more accessible to connect with future county bicycle lanes and the Oak Park Heights' trail system.
- Mayor Nowaczek stated that the cost to mitigate any potential contamination is still unknown, but this work needs to be completed at the start of the park improvements.
- Councilmember Ridgway expressed concern with spending close to one million dollars in light of the current economic situation and recommended putting the project off at this time.
- Councilmember Johnson echoed the need for finding a way to pay for the improvements.

- Councilmember Carlson echoed Councilmember Ridgway's concern with approving all of the improvements at this time and would like to proceed with a scaled-back project, possibly pursuing just the trails at this time.

Administrator McGuire shared the financial concern and noted a financing plan would be needed, as there is no money in the park dedication fund, and he does not anticipate getting grant money for the improvements. Options for financing the improvements were discussed, and the benefits for proceeding in today's poor economy were noted. He asked councilmembers to forward comments to him regarding specific areas in the plan that could be cut or pared down. Staff was directed to look at potential funding for the improvements for discussion at the next meeting.

Update on Highway 95 Pedestrian Crossing Study and discussion of grant opportunities: Engineer Peters reviewed the feasibility report prepared for a potential pedestrian crossing of Trunk Highway 95 (TH95), in the area of Andersen Elementary School and Perro Park. The three options, a bridge/overpass, a tunnel/underpass, and an at-grade crossing, were reviewed in detail. He stated the city has had numerous conversations with the Minnesota Department of Transportation (MnDOT) over the years regarding the installation of a full traffic signal on TH95, which is the least expensive, at-grade option. MnDOT maintains their position that a full traffic signal does not meet their signal warrants; however, warrants would be met for the installation of a pedestrian activated flasher signal, due to the location of the school and the school's use of Perro Park. The estimated cost for a full traffic signal is \$300,000.00, and \$60,000.00 for a pedestrian activated flasher signal. He explained cost estimates were prepared for the 5% and 8% grade options for the overpass and underpass options. Estimated costs for the underpass and overpass options range from \$937,620.00-\$1,724,280.00. MnDOT has a "Safe Routes to Schools" grant, which would be a good fit for all three options. The maximum grant is \$175,000.00, with a deadline of November 21, 2008. SEH estimates a cost of \$1,000.00-\$2,000.00 to assist the city with the grant submission.

Discussion followed on the pros and cons of the three options. Chief Eastman questioned whether pedestrians would take the time to use the underpass or overpass. She felt the pedestrian activated flasher signal would alleviate many of the pedestrian crossing concerns. Engineer Peters stated that the traffic and pedestrian volume may warrant a full signal light; however, the crash volume does not. Mayor Nowaczek questioned the figures MnDOT is using to calculate Bayport's need for a signal, noting that the State indicated they would complete a traffic study, as part of the negotiations for the St. Croix River Crossing project. He believes the city may meet more than one of the seven warrants required for installation of a signal on a state highway and would like to pursue this option. Councilmember Ridgway favors a full intersection traffic signal and does not believe older residents would use the bridge or tunnel options. Councilmember Johnson also favors a full intersection traffic signal and believes the bridge and tunnel options are too expensive. Councilmember Kraftson would support a traffic signal; however his preference is to pursue the pedestrian tunnel option, which would provide a safe crossing environment for school children, walkers, runners, and bicyclers. He noted that a million dollars is a lot to spend, but suggested pursuing funding assistance from the school district, private donations, the business community, and State grants. Councilmembers agreed that it was time the city pushed the pedestrian crossing issue with MnDOT and recommended pursuing the grant opportunity. Engineer Peters stated he would bring back additional grant and cost information to the next meeting.

Consider modifying city sidewalks to include handicap/pedestrian ramps: Public Works Supervisor Horak reported the city has received three or four requests in the past year to convert traditional sidewalk and curb ends to handicap accessible pedestrian ramps to accommodate wheelchairs, bicycles, and snow blowers. Of the city's approximately 120 sidewalk ends, only 20 have not been upgraded. Public Works anticipates 16 of the 20 will be replaced in the next five years, as part of Bayport's ongoing sidewalk replacement projects. The other four or five end points should be replaced sooner than later. The cost to

rehab one existing sidewalk/curb end is \$700.00-\$1,000.00, depending on circumstance and volume. Mr. Horak reviewed proposed options and requested councilmember input. Councilmembers verbalized the need to update the pedestrian ramps as soon as feasible to promote safety and sidewalk accessibility for residents.

It was moved by Councilmember Carlson and seconded by Councilmember Kraftson to authorize the Public Works department to expend up to \$20,000.00 from the Street Improvement Fund for the installation of handicap accessible pedestrian ramps at several locations throughout the city. Motion carried.

### **COUNCIL ITEMS/ANNOUNCEMENTS**

1. Councilmember Carlson provided an update on Bayport Senior Center activities. The cribbage mentoring program is underway with Andersen Elementary and Afton-Lakeland school children, a women's Texas Hold'em League begins October 15<sup>th</sup>, and Derby Days volunteers were thanked for helping bake and distribute 20 dozen homemade cookies.
2. Councilmember Carlson announced that her new business, Pony Preschool, located at Bethlehem Lutheran Church, would be holding an open house on Wednesday, October 22<sup>nd</sup>, 5:30 p.m.-7:00 p.m.
3. Councilmember Kraftson thanked the BCAL committee members, sponsors, and other volunteers for their efforts in achieving a successful Derby Days event.

### **ADMINISTRATOR/STAFF ITEMS AND ANNOUNCEMENTS**

Final budget adoption meeting set for November 10, 2008: A Truth in Taxation hearing is not required for the 2009 city budget since the levy is below the State of Minnesota's allowable amount. Administrator McGuire noted that the public may comment on the budget at the November 10, 2008 City Council meeting.

### **ADJOURNMENT**

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to adjourn the meeting at 8:48 p.m. Motion carried.

CITY OF BAYPORT

REVENUE SUMMARY YTD THRU 10/31/2008

FUND	FUND Descr	2008 Budget	2008 YTD Amt	2008 % of Budget	2008 % of Budget Remain
101	GENERAL	\$2,108,130 00	\$1,107,277 48	52 52%	47 48%
102	STREET RECONSTRUCTION	\$0 00	\$35,217 52	0 00%	0 00%
103	GO TIF BD FUND 1990 CAP PROJ	\$0 00	\$2,742 00	0 00%	0 00%
105	GENERAL FIXED ASSETS	\$0 00	\$0 00	0 00%	0 00%
106	TIF ECON DEV DIST 2	\$0 00	\$15,338 94	0 00%	0 00%
107	TIF REDEVELOPMENT DISTRICT 2-1	\$0 00	\$0 00	0 00%	0 00%
200	FIRE EQUIPMENT REPLACEMENT FUN	\$0 00	\$46,880 00	0 00%	0 00%
201	D A R E	\$0 00	\$0 00	0 00%	0 00%
202	DRUG FORFEITURE	\$0 00	\$3,450 12	0 00%	0 00%
203	PUBLIC WORKS EQUIPMENT REPL	\$0 00	\$16,720 00	0 00%	0 00%
204	RECREATION CAP EQUIP & MAINT	\$0 00	\$4,531 30	0 00%	0 00%
205	TAX STABILIZATION FUND	\$0 00	\$14,690 00	0 00%	0 00%
206	WATER/SEWER IMPROVEMENT FUND	\$0 00	\$85,520 64	0 00%	0 00%
207	PARK IMPROVEMENT FUND	\$0 00	\$137,255 00	0 00%	0 00%
208	PRISON SEWER PROJECT	\$0 00	\$0 00	0 00%	0 00%
209	DEVELOPER REIMBURSED PROJECTS	\$0 00	\$76,651 22	0 00%	0 00%
210	K-9 UNIT	\$0 00	\$9,692 00	0 00%	0 00%
211	LIBRARY	\$290,334 00	\$162,826 66	56 08%	43 92%
212	CEMETERY CAPITAL IMPROV	\$0 00	\$0 00	0 00%	0 00%
213	POLICE EQUIPMENT FUND	\$0 00	\$0 00	0 00%	0 00%
214	OFFICE AUTOMATION	\$0 00	\$0 00	0 00%	0 00%
215	MUNICIPAL BLDGS MAINT	\$0 00	\$0 00	0 00%	0 00%
303	GO TIF BOND 1990 DEBT SERVICE	\$0 00	\$47,165 28	0 00%	0 00%
307	DEBT SERVICE GO BONDS \$710,000	\$0 00	\$0 00	0 00%	0 00%
412	CEMETERY CAPITAL IMPROV	\$0 00	\$50,000 00	0 00%	0 00%
413	POLICE EQUIPMENT FUND	\$0 00	\$50,000 00	0 00%	0 00%
414	OFFICE AUTOMATION	\$0 00	\$50,000 00	0 00%	0 00%
415	MUNICIPAL BLDGS MAINT	\$0 00	\$150,000 00	0 00%	0 00%
601	WATER	\$332,920 00	\$319,431 69	95 95%	4 05%
602	SEWER	\$634,587 96	\$439,672 11	69 28%	30 72%
800	INVESTMENTS-POOLED	\$0 00	\$306 93	0 00%	0 00%
803	P & Z ESCROWS	\$0 00	\$16,100 00	0 00%	0 00%
851	NON EXP TRUST	\$0 00	\$0 00	0 00%	0 00%
		\$3,365,971 96	\$2,841,468 89	84 42%	15 58%

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

Period Name: OCTOBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
<b>FUND 101 GENERAL</b>				
101	10/8/2008	\$2 00	15202 COPIES	R 101-00000-34105 USER FE
101	10/16/2008	\$35 00	15218 DAN AMUS - NSF BANK CHARGES	R 101-00000-34105 USER FE
101	10/16/2008	\$258 68	15220 LAWSON PRODUCTS, INC - 1993 REFU	R 101-00000-34105 USER FE
101	10/21/2008	\$2 00	15224 RACHAEL BLOMER - COPIES	R 101-00000-34105 USER FE
101	10/30/2008	\$4 00	15241 TOM GEIGER - COPIES	R 101-00000-34105 USER FE
101	10/30/2008	\$5 00	15243 MIKE SCANLON - COPIES	R 101-00000-34105 USER FE
101	10/16/2008	\$500 00	15214 SEMPLE BUILDING MOVERS - KAISER	R 101-00000-36220 RENTAL I
101	10/21/2008	\$1,825 00	15223 SAC FEE	G 101-20102 S A C CHARGE
101	10/27/2008	\$55 00	15227 SURCHARGE	G 101-20102 S A C CHARGE
101	10/8/2008	\$0 50	15198 surcharge	G 101-20104 STATE SURCHA
101	10/8/2008	\$6 50	15199 SURCHARGE	G 101-20104 STATE SURCHA
101	10/8/2008	\$377 23	15204 STOCK ROOFING CO - BP2008-71	G 101-20104 STATE SURCHA
101	10/8/2008	\$0 50	15205 SURCHARGE	G 101-20104 STATE SURCHA
101	10/21/2008	\$137 50	15223 SURCHARGE	G 101-20104 STATE SURCHA
101	10/30/2008	\$0 50	15242 SURCHARGE	G 101-20104 STATE SURCHA
101	10/30/2008	\$2 50	15247 SURCHARGE	G 101-20104 STATE SURCHA
101	10/21/2008	\$6 75	15225 SALES TAX	G 101-20603 SALES TAX PAY
101	10/16/2008	\$35 00	15215 DENTAL	G 101-27107 DELTA DENTAL
101	10/16/2008	\$35 00	15216 DENTAL	G 101-27107 DELTA DENTAL
101	10/30/2008	\$35 00	15249 DENTAL	G 101-27107 DELTA DENTAL
101	10/16/2008	\$497 76	15215 HEALTH	G 101-27109 MEDICA
101	10/16/2008	\$497 76	15216 HEALTH	G 101-27109 MEDICA
101	10/16/2008	\$60 67	15217 HEALTH INS	G 101-27109 MEDICA
101	10/30/2008	\$497 76	15249 HEALTH	G 101-27109 MEDICA
101	10/30/2008	\$14 50	15249 LIFE	G 101-27118 LINCOLN LIFE
101	10/27/2008	\$200 00	15230 LICENSE	R 101-41240-32100 BUSINES
101	10/27/2008	\$200 00	15231 LICENSE	R 101-41240-32100 BUSINES
101	10/27/2008	\$200 00	15232 LICENSE	R 101-41240-32100 BUSINES
101	10/27/2008	\$200 00	15238 LICENSE FEE	R 101-41240-32100 BUSINES
101	10/8/2008	\$5 00	15206 STICKERS	R 101-41240-34105 USER FE
101	10/8/2008	\$50 00	15200 STOCK ROOFING CO - GENERAL CONT	R 101-41910-32100 BUSINES
101	10/8/2008	\$295 00	15199 PERMIT	R 101-41910-32210 BUILDING
101	10/8/2008	\$4,731 75	15204 PERMIT FEE	R 101-41910-32210 BUILDING
101	10/8/2008	\$1,182 94	15204 PLAN REVIEW	R 101-41910-32210 BUILDING
101	10/21/2008	\$2,106 75	15223 PERMIT FEE	R 101-41910-32210 BUILDING
101	10/21/2008	\$1,369 39	15223 PLAN REVIEW	R 101-41910-32210 BUILDING
101	10/27/2008	\$1,116 75	15227 PERMIT	R 101-41910-32210 BUILDING
101	10/27/2008	\$725 89	15227 PLAN REVIEW	R 101-41910-32210 BUILDING
101	10/30/2008	\$76 70	15247 PLAN REVIEW	R 101-41910-32210 BUILDING
101	10/30/2008	\$118 00	15247 BLG PERMIT	R 101-41910-32210 BUILDING
101	10/27/2008	\$250 00	15229 PERMIT	R 101-41910-32214 EXCAVAT
101	10/30/2008	\$75 00	15242 PEMIT	R 101-41910-32220 PLUMBIN
101	10/8/2008	\$75 00	15198 permit fee	R 101-41910-32230 MECHANI
101	10/8/2008	\$75 00	15205 FEE	R 101-41910-32230 MECHANI
101	10/8/2008	\$150 00	15207 VARIANCE	R 101-41910-34100 P & Z PE
101	10/27/2008	\$9,366 86	15237 BUILDING PERMITS	R 101-41910-34103 LAKELAN
101	10/8/2008	\$10 00	15201 MELISSA SHORSON - PET LICENSE	R 101-42100-32240 ANIMAL F
101	10/30/2008	\$10 00	15244 LICENSE	R 101-42100-32240 ANIMAL F
101	10/8/2008	\$33,871 00	15210 POLICE STATE AID	R 101-42100-33420 POLICE S
101	10/16/2008	\$40 00	15212 THRET,PUGH, ROGOSHESKE & ATKINS	R 101-42100-34201 POLICE A
101	10/21/2008	\$755 43	15226 FIRE PERMIT - SEPT	R 101-42200-32200 NONBUSI
101	10/8/2008	\$71,060 00	15209 FIRE STATE AID	R 101-42200-33421 FIRE STA
101	10/21/2008	\$33,748 75	15226 FIRE PROTECTION	R 101-42200-34202 FIRE CON
101	10/21/2008	\$100 00	15225 SHELTER FEE	R 101-43200-34780 PARK FE
101	10/27/2008	\$15,000 00	15239 PARKING LOT LEASE AGREEMENT	R 101-43200-36220 RENTAL I
101	10/16/2008	\$200 00	15213 BEVERLY WROBEL - CREMANINS GRA	R 101-43300-34940 CEMETE
101	10/16/2008	\$300 00	15219 HEADSTONE DEPOSIT	R 101-43300-34940 CEMETE
101	10/16/2008	\$600 00	15219 BURIAL FEE	R 101-43300-34940 CEMETE
101	10/27/2008	\$600 00	15233 PLOT SALE	R 101-43300-34940 CEMETE
101	10/27/2008	\$300 00	15233 HEADSTONE DEPOSIT	R 101-43300-34940 CEMETE

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101	10/27/2008	\$200 00	15233 CREMAINS BURIAL	R 101-43300-34940 CEMETE
101	10/27/2008	\$600.00	15236 BURIAL FEE	R 101-43300-34940 CEMETE
101	10/27/2008	\$1,800 00	15236 GRAVE SITES(3)	R 101-43300-34940 CEMETE
101	10/30/2008	\$300 00	15240 RALPH ROTHE - HEADSTONE DEPOSIT	R 101-43300-34940 CEMETE
101	10/30/2008	\$200 00	15245 DAVID GOULETTE - MEMORIAL TREE IN	R 101-43300-34940 CEMETE
101	10/30/2008	\$50 00	15246 DAVID GOULETTE - ADULT DONATION	R 101-43300-34940 CEMETE
FUND 101 GENERA		\$187,207 32		
<b>FUND 202 DRUG FORFEITURE</b>				
202	10/16/2008	\$200 00	15211 CRASHED TOYS - SALE OF DRUG FORF	R 202-00000-36249 DRUG FO
FUND 202 DRUG F		\$200 00		
<b>FUND 205 TAX STABILIZATION FUND</b>				
205	11/5/2008	-\$50,000 00	6 CEMETERY CAPITAL IMPROVEMENT F	G 205-10100 CASH
205	11/5/2008	-\$50,000 00	7 POLICE EQUIPMENT FUND	G 205-10100 CASH
205	11/5/2008	-\$50,000 00	8 OFFICE AUTOMATION	G 205-10100 CASH
205	11/5/2008	-\$150,000 00	9 MUNICIPAL BLDGS, MAINT FUND	G 205-10100 CASH
205	11/5/2008	-\$131,000 00	10 PARK IMPROVEMENT FUND	G 205-10100 CASH
205	11/5/2008	\$50,000 00	6 CEMETERY CAPITAL IMPROVEMENT F	E 205-41900-437 TRANSFER
205	11/5/2008	\$50,000 00	7 POLICE EQUIPMENT FUND	E 205-41900-437 TRANSFER
205	11/5/2008	\$50,000 00	8 OFFICE AUTOMATION	E 205-41900-437 TRANSFER
205	11/5/2008	\$150,000 00	9 MUNICIPAL BLDGS, MAINT FUND	E 205-41900-437 TRANSFER
205	11/5/2008	\$131,000 00	10 PARK IMPROVEMENT FUND	E 205-41900-437 TRANSFER
FUND 205 TAX STA		\$0 00		
<b>FUND 206 WATER/SEWER IMPROVEMENT FUND</b>				
206	10/29/2008	\$85 49	0 UB AR Surc 23 TRUNK SEWER	R 206-00000-37106 TRUNK W
206	10/15/2008	\$101 89	0 UB AR Surc 23 TRUNK SEWER	R 206-00000-37106 TRUNK W
206	10/21/2008	\$139 33	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/30/2008	\$124 39	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/8/2008	\$50 20	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	10/14/2008	\$324 21	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/30/2008	\$13 77	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	10/20/2008	\$234 19	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/16/2008	\$38 56	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	10/8/2008	\$54 00	0 UB Receipt Serv 21 TRUNK/W COMB	G 206-12103 A/R GEN BILLIN
206	10/21/2008	\$54 11	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/21/2008	\$2 10	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	10/16/2008	\$43 07	0 UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	10/16/2008	\$960 59	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/16/2008	\$155 04	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	10/20/2008	\$100 10	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/10/2008	\$92 43	0 UB Receipt Serv 31 TRUNK/S COMB	G 206-12103 A/R GEN BILLIN
206	10/10/2008	\$656 75	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/8/2008	\$38 33	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	10/8/2008	\$73 27	0 UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	10/8/2008	\$942 66	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/8/2008	\$59 64	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	10/8/2008	\$513 24	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/8/2008	\$26 91	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	10/30/2008	\$74 66	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/10/2008	\$85 50	0 UB Receipt Serv 21 TRUNK/W COMB	G 206-12103 A/R GEN BILLIN
206	10/8/2008	\$15 71	0 UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	10/8/2008	\$12 90	0 UB Receipt Surc 3 TRUNK WATER	G 206-12103 A/R GEN BILLIN
206	10/30/2008	\$11 40	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	10/8/2008	\$302 59	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/14/2008	\$1 20	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	10/8/2008	\$492 89	0 UB Receipt Serv 26 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/16/2008	\$123 36	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	10/10/2008	\$329 74	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN

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206	10/27/2008	\$509 38	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	10/27/2008	\$103 51	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/27/2008	\$10 36	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	10/14/2008	\$958 93	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/13/2008	\$188 55	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/16/2008	\$40 14	0 UB Receipt Surc 3 TRUNK WATER	G 206-12103 A/R GEN BILLIN
206	10/27/2008	\$252 34	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/20/2008	\$26 40	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	10/21/2008	\$2 31	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	10/16/2008	\$296 56	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/13/2008	\$312 27	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	10/10/2008	\$24 00	0 UB Receipt Surc 3 TRUNK WATER	G 206-12103 A/R GEN BILLIN
206	10/10/2008	\$10 81	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	10/10/2008	\$109 89	0 UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	10/16/2008	\$109 88	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/20/2008	\$32 00	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	10/16/2008	\$164 31	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	10/16/2008	\$452 10	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	10/10/2008	\$9 90	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	10/16/2008	\$484 05	0 UB Receipt Serv 38 TRUNK S/IND	G 206-12103 A/R GEN BILLIN
206	10/16/2008	\$1,683 30	0 UB Receipt Serv 28 TRUNK W/IND	G 206-12103 A/R GEN BILLIN
FUND 206 WATER/		\$12,115 21		
<b>FUND 207 PARK IMPROVEMENT FUND</b>				
207	10/21/2008	\$1,000 00	15223 PARK DEDICATION	R 207-00000-34780 PARK FE
207	11/5/2008	\$131,000 00	10 PARK IMPROVEMENT FUND	G 207-10100 CASH
207	11/5/2008	-\$131,000 00	10 PARK IMPROVEMENT FUND	R 207-41900-37301 TRANSFE
FUND 207 PARK IM		\$1,000 00		
<b>FUND 211 LIBRARY</b>				
211	10/27/2008	\$220 00	15235 SERVICE CHARGES	R 211-45500-34760 LIBRARY
211	10/27/2008	\$380 00	15234 ROOM RENTAL	R 211-45500-36220 RENTAL I
211	10/8/2008	\$65,000 00	15208 GRANT	R 211-45500-36233 GRANTS
FUND 211 LIBRARY		\$65,600 00		
<b>FUND 412 CEMETERY CAPITAL IMPROV</b>				
412	11/5/2008	-\$50,000 00	6 CEMETERY CAPITAL IMPROVEMENT F	R 412-00000-37301 TRANSFE
412	11/5/2008	\$50,000 00	6 CEMETERY CAPITAL IMPROVEMENT F	G 412-10100 CASH
FUND 412 CEMETE		\$0 00		
<b>FUND 413 POLICE EQUIPMENT FUND</b>				
413	11/5/2008	-\$50,000 00	7 POLICE EQUIPMENT FUND	R 413-00000-37301 TRANSFE
413	11/5/2008	\$50,000 00	7 POLICE EQUIPMENT FUND	G 413-10100 CASH
FUND 413 POLICE		\$0 00		
<b>FUND 414 OFFICE AUTOMATION</b>				
414	11/5/2008	-\$50,000 00	8 OFFICE AUTOMATION	R 414-00000-37301 TRANSFE
414	11/5/2008	\$50,000 00	8 OFFICE AUTOMATION	G 414-10100 CASH
FUND 414 OFFICE		\$0 00		
<b>FUND 415 MUNICIPAL BLDGS MAINT</b>				
415	11/5/2008	-\$150,000 00	9 MUNICIPAL BLDGS. MAINT FUND	R 415-00000-37301 TRANSFE
415	11/5/2008	\$150,000 00	9 MUNICIPAL BLDGS. MAINT FUND	G 415-10100 CASH
FUND 415 MUNICIPAL		\$0 00		
<b>FUND 601 WATER</b>				
601	10/10/2008	\$200 00	0 UB Receipt Serv 9 INSTITUTION	G 601-14601 WATER BILLING
601	10/13/2008	\$2,602 22	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING

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601	10/8/2008	\$104 74	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/10/2008	\$106 98	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/16/2008	\$1,018 00	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	10/13/2008	\$57.73	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/14/2008	\$8,001 38	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/21/2008	\$2 50	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	10/8/2008	\$19 08	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	10/8/2008	\$7,855 52	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/21/2008	\$6 36	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	10/8/2008	\$344 42	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	10/14/2008	\$0 21	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/8/2008	\$487 00	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	10/16/2008	\$14 160 00	0 UB Receipt Serv 3 INDUSTRIAL	G 601-14601 WATER BILLING
601	10/16/2008	\$2,453 76	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/8/2008	\$167 68	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/8/2008	\$3 09	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/8/2008	\$4,277 01	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/8/2008	\$7 86	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/21/2008	\$40 66	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/10/2008	\$5,472 87	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/16/2008	\$78 49	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/27/2008	\$4,244 89	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	10/21/2008	\$17 50	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	10/10/2008	\$10 28	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/8/2008	\$6 36	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	10/27/2008	\$55.67	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/10/2008	\$7 95	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	10/20/2008	\$3 18	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	10/27/2008	\$2,102 81	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/16/2008	\$362 00	0 UB Receipt Serv 9 INSTITUTION	G 601-14601 WATER BILLING
601	10/27/2008	\$25 46	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/30/2008	\$2.52	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	10/20/2008	\$0 23	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/16/2008	533 62	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/30/2008	\$22 27	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/10/2008	\$712 50	0 UB Receipt Serv 4 COMM W/COMB	G 601-14601 WATER BILLING
601	10/30/2008	\$43 54	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/10/2008	\$82 50	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	10/10/2008	\$2 50	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	10/21/2008	\$1,161.83	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/16/2008	\$2 67	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/30/2008	\$1 59	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	10/16/2008	\$0 26	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	10/16/2008	\$1,282 00	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	10/16/2008	\$3 18	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	10/8/2008	\$107 50	0 UB Receipt Serv 9 INSTITUTION	G 601-14601 WATER BILLING
601	10/16/2008	\$20 67	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	10/16/2008	\$4,395 00	0 UB Receipt Serv 9 INSTITUTION	G 601-14601 WATER BILLING
601	10/8/2008	\$411 50	0 UB Receipt Serv 6 WATER METER2	G 601-14601 WATER BILLING
601	10/20/2008	\$1 996 59	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/14/2008	\$93 45	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/20/2008	\$220 00	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	10/30/2008	\$1,036 65	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/21/2008	\$20 96	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/20/2008	530 13	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	10/27/2008	\$22 53	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	10/30/2008	\$95 00	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	10/27/2008	\$17 40	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	10/16/2008	\$9,467 85	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	10/8/2008	\$0 19	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	10/8/2008	\$35 76	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC

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601	10/21/2008	\$1 89	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	10/30/2008	\$7 02	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	10/10/2008	\$6 53	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	10/10/2008	\$0 39	0 UB Receipt Surc 21 SALES TAX	G 601-14605 SALES TAX REC
601	10/27/2008	\$310 32	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	10/16/2008	\$379.29	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	10/20/2008	\$16 21	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	10/8/2008	\$56 37	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	10/16/2008	\$1,105 22	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	10/16/2008	\$128 00	15222 DAN ASMUS - NSP UTILITY PAYMENT	E 601-46120-220 OPERATING
601	10/8/2008	\$1,000 00	15203 HOOK UP FEE	R 601-46120-34601 WATER H
601	10/21/2008	\$50 00	15223 WATER METER	R 601-46120-34601 WATER H
601	10/21/2008	\$1,000 00	15223 WATER CONNECTION	R 601-46120-34601 WATER H
601	10/8/2008	\$200 00	15203 METER	R 601-46120-34602 WATER M
601	10/21/2008	\$200 00	15223 WATER METER	R 601-46120-34602 WATER M
601	10/8/2008	\$100 00	15203 INSPECTION	R 601-46120-34603 WATER H
601	10/21/2008	\$50 00	15223 WATER INSPECTION	R 601-46120-34603 WATER H
601	10/8/2008	\$1 52	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	10/16/2008	\$6 07	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	10/14/2008	\$3 57	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	10/27/2008	\$25 00	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	10/8/2008	\$0 11	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	10/21/2008	\$1 31	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	10/16/2008	\$5 42	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	10/13/2008	\$5 00	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
<b>FUND 601 WATER</b>		<b>\$80,285 09</b>		
<b>FUND 602 SEWER</b>				
602	10/16/2008	\$4,038 30	0 UB Receipt Serv 23 INDUSTRI SEW	G 602-14602 SEWER BILLIN
602	10/27/2008	\$53 17	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	10/27/2008	\$7 31	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	10/14/2008	\$0 21	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	10/14/2008	\$2,778 50	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	10/21/2008	\$39 95	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	10/8/2008	\$4,107 37	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	10/16/2008	\$915 60	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	10/13/2008	\$1,571 25	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	10/16/2008	\$0 26	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	10/16/2008	\$312 80	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	10/16/2008	\$390 60	0 UB Receipt Serv 29 INSTIT SEWER	G 602-14602 SEWER BILLIN
602	10/8/2008	\$225 30	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	10/21/2008	\$450 94	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	10/8/2008	\$48 50	0 UB Receipt Serv 20 SEWER ONLY	G 602-14602 SEWER BILLIN
602	10/10/2008	\$2,747 88	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	10/10/2008	\$10 19	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	10/10/2008	\$672 50	0 UB Receipt Serv 13 NSP SEWER	G 602-14602 SEWER BILLIN
602	10/21/2008	\$19 30	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	10/10/2008	\$771 90	0 UB Receipt Serv 24 SEWER COMMER	G 602-14602 SEWER BILLIN
602	10/8/2008	\$48 50	0 UB Receipt Serv 20 SEWER ONLY	G 602-14602 SEWER BILLIN
602	10/10/2008	\$90 30	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	10/8/2008	\$7 86	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	10/8/2008	\$410 10	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	10/8/2008	\$562 08	0 UB Receipt Serv 13 NSP SEWER	G 602-14602 SEWER BILLIN
602	10/27/2008	\$862 58	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	10/21/2008	\$2 50	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	10/8/2008	\$2 511 55	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	10/8/2008	\$130 90	0 UB Receipt Serv 29 INSTIT SEWER	G 602-14602 SEWER BILLIN
602	10/16/2008	\$1,370 90	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	10/8/2008	\$3 09	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	10/16/2008	\$2 67	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	10/10/2008	\$2 50	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN

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

Period Name: OCTOBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
602	10/20/2008	\$269 20	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	10/20/2008	\$0 23	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	10/20/2008	\$834 00	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	10/30/2008	\$2 52	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	10/30/2008	\$622 24	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	10/30/2008	\$43 54	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	10/8/2008	\$0 19	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	10/10/2008	\$243 20	0 UB Receipt Serv 29 INSTIT SEWER	G 602-14602 SEWER BILLIN
602	10/30/2008	\$115 37	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	10/27/2008	\$86 70	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	10/16/2008	\$4,816 62	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	10/21/2008	\$750 00	15223 SEWER CONNECTION	R 602-46200-34651 SEWER H
602	10/30/2008	\$450 00	15248 VERNON LUCKEY - SPECIAL PAYMENT	R 602-46200-34651 SEWER H
602	10/21/2008	\$50 00	15223 SEWER/WATER CONNECTION	R 602-46200-34652 SEWER I
602	10/16/2008	\$182 89	0 UB Receipt Serv 14 SEWER METER	R 602-46200-37210 SEWER R
602	10/15/2008	\$14,921 30	0 UB AR Serv 19 PRISON SEWER	R 602-46200-37220 PRISON S
602	10/15/2008	\$849 08	0 UB AR Serv 13 NSP SEWER	R 602-46200-37230 NSP COL
602	10/29/2008	\$712 40	0 UB AR Serv 17 PLANT	R 602-46200-37240 ANDERS
FUND 602 SEWER		\$50,116 84		
<b>FUND 803 P &amp; Z ESCROWS</b>				
803	10/16/2008	\$8,627 38	15221 REFUND OF A PAYMENT MADE BY ERR	E 803-80018-301 PROF SER-
803	10/8/2008	\$300 00	15207 ESCROW	R 803-80019-34100 P & Z PE
FUND 803 P & Z ES		\$8,927 38		
		<u>\$405,451 84</u>		

CITY OF BAYPORT

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EXPENSE SUMMARY YTD THRU 10/31/08

10 Month = 83.40

DEPT	DEPT Descr	2008 Budget	2008 YTD Amt	Balance	2008 % of Budget Remain
<b>FUND 101 GENERAL</b>					
00000	GENERAL GOVERNMENT	\$0 00	\$0 00	\$0 00	0 00%
41100	ELECTIONS	\$5,140 00	\$1,344 71	\$3,795 29	73 84%
41200	MAYOR & COUNCIL	\$139,413 00	\$138,277 87	\$1,135 13	0 81%
41240	RECYCLING	\$9,407 00	\$10,256 03	-\$849 03	-9 03%
41400	ADMINISTRATION	\$143,769 00	\$128,426 25	\$15,342 75	10 67%
41903	DEBT SERVICE	\$0 00	\$0 00	\$0 00	0 00%
41910	PLANNING & ZONING	\$203,035 00	\$167,718 73	\$35,316 27	17 39%
41940	MUNICIPAL BUILDINGS	\$38,272 00	\$40,321 51	-\$2,049 51	-5 36%
42100	POLICE	\$644,608 00	\$518,290 54	\$126,317 46	19 60%
42200	FIRE PROTECTION	\$384,469 00	\$178,172 55	\$206,296 45	53 66%
43100	STREET MAINT	\$281,499 00	\$199,436 17	\$82,062 83	29 15%
43160	STREET LIGHTING	\$21,000 00	\$17,500 51	\$3,499 49	16 66%
43200	PARKS	\$78,513 00	\$84,397 61	-\$5,884 61	-7 50%
43300	CEMETERY	\$11,400 00	\$4,933 42	\$6,466 58	56 72%
44100	PROJECT	\$0 00	\$6,387 50	-\$6,387 50	0 00%
44200	TRANSFER OUT-DEBT SERVIC	\$0 00	\$0 00	\$0 00	0 00%
<b>FUND 101 GENERAL</b>		<b>\$1,960,525 00</b>	<b>\$1,495,463 40</b>	<b>\$465,061 60</b>	<b>23 72%</b>
<b>FUND 208 PRISON SEWER PROJECT</b>					
44100	PROJECT	\$0 00	\$0 00	\$0 00	0 00%
<b>FUND 208 PRISON SEWER PROJECT</b>		<b>\$0 00</b>	<b>\$0 00</b>	<b>\$0 00</b>	<b>0 00%</b>
<b>FUND 209 DEVELOPER REIMBURSED PROJECTS</b>					
41911	BAYTOWN DEVELOPMENTS	\$0 00	\$429 76	-\$429 76	0 00%
41912	INSPIRATION	\$0 00	\$736.14	-\$736 14	0 00%
41913	EMERALD FALLS	\$0 00	\$0 00.	\$0 00	0 00%
99999	PW CAPITAL OUTLAY	\$0.00	\$0 00	\$0 00	0 00%
<b>FUND 209 DEVELOPER REIMBURSED PR</b>		<b>\$0 00</b>	<b>\$1 165 90</b>	<b>-\$1,165 90</b>	<b>0 00%</b>
<b>FUND 210 K-9 UNIT</b>					
42103	K - 9 UNIT	\$0 00	\$0 00	\$0 00	0 00%
<b>FUND 210 K-9 UNIT</b>		<b>\$0 00</b>	<b>\$0 00</b>	<b>\$0 00</b>	<b>0 00%</b>
<b>FUND 211 LIBRARY</b>					
45500	LIBRARY	\$290,333 52	\$278,538 68	\$11,794 84	4 06%
<b>FUND 211 LIBRARY</b>		<b>\$290,333 52</b>	<b>\$278 538 68</b>	<b>\$11,794 84</b>	<b>4 06%</b>
<b>FUND 601 WATER</b>					
44100	PROJECT	\$0 00	\$0 00	\$0 00	0 00%
46110	WATER-PUMPHOUSE	\$42,350 00	\$27,049 64	\$15,300 36	36 13%
46120	WATER	\$281,538 00	\$198,094 99	\$83,443 01	29 64%
<b>FUND 601 WATER</b>		<b>\$323,888 00</b>	<b>\$225,144 63</b>	<b>\$98 743 37</b>	<b>30 49%</b>
<b>FUND 602 SEWER</b>					
44100	PROJECT	\$0 00	\$0 00	\$0 00	0 00%
46200	SEWER - OPERATING	\$353,230 00	\$166,991 75	\$186,238 25	52 72%
46990	SEWER - NON-OPERATING	\$290,000 00	\$236,810 10	\$53,189.90	18 34%
<b>FUND 602 SEWER</b>		<b>\$643,230 00</b>	<b>\$403,801 85</b>	<b>\$239,428 15</b>	<b>37 22%</b>
<b>FUND 800 INVESTMENTS-POOLED</b>					
00000	GENERAL GOVERNMENT	\$0 00	\$0 00	\$0 00	0 00%
47000	INTEREST EXP	\$0 00	\$0 00	\$0 00	0 00%
<b>FUND 800 INVESTMENTS-POOLED</b>		<b>\$0 00</b>	<b>\$0 00</b>	<b>\$0 00</b>	<b>0 00%</b>
<b>FUND 803 P &amp; Z ESCROWS</b>					
41910	PLANNING & ZONING	\$0 00	\$5,535 72	-\$5,535 72	0 00%

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 10/31/08

10 Month = 83.40

DEPT	DEPT Descr	2008 Budget	2008 YTD Amt	Balance	2008 % of Budget Remain
80001	ANDERSEN ESCROW	\$0 00	\$0 00	\$0 00	0 00%
80002	CPDC SENIOR COOP	\$0 00	\$0 00	\$0 00	0 00%
80003	BAYTOWN ANNEXATION	\$0 00	\$0 00	\$0 00	0 00%
80004	CROIXDALE	\$0 00	\$0 00	\$0 00	0 00%
80005	HARRIS CO - MCF	\$0 00	\$0 00	\$0 00	0 00%
80006	OSTERTAG VARIANCE	\$0 00	\$81 99	-\$81 99	0 00%
80007	JEFF NELSON ESCROW	\$0 00	\$0 00	\$0 00	0 00%
80008	CHARLES LUTZ STREET VACA	\$0 00	\$0 00	\$0 00	0 00%
80009	DON THRON VARIANCE	\$0 00	\$0 00	\$0 00	0 00%
80010	JERRY PETERSON ESCROW	\$0 00	\$0 00	\$0 00	0 00%
80011	CAPTAINS CORNER	\$0 00	\$62 00	-\$62 00	0 00%
80012	FRIENDS OF ST CROIX PREP	\$0 00	\$4,336 23	-\$4,336 23	0 00%
80013	BAYPORT MARINA	\$0 00	\$650 00	-\$650 00	0 00%
80014	GROUP 41 (MIKE SCHALON	\$0 00	\$755 29	-\$755 29	0 00%
80015	GARY SWAGER	\$0 00	\$108 62	-\$108 62	0 00%
80016	Pete Miller - Feasi Study	\$0 00	\$1,971 02	-\$1,971 02	0 00%
80017	AMERICAN LEGION POST 491	\$0 00	\$96 70	-\$96 70	0 00%
80018	MSCWM PERRO CREEK OUTL	\$0 00	\$15,392 64	-\$15,392 64	0 00%
80019	JG HAUSE CONSTRUCTION	\$0 00	\$245 58	-\$245 58	0 00%
FUND 803 P & Z ESCROWS		\$0 00	\$29,235 79	-\$29,235 79	0 00%
FUND 999 ACCRUED INT PAYABLE					
00000	GENERAL GOVERNMENT	\$0 00	\$0 00	\$0 00	0 00%
41000	DEPRECIATION EXP - GEN GO	\$0 00	\$0 00	\$0 00	0 00%
42000	PUBLIC SAFE CAPITAL OUTLA	\$0 00	\$0 00	\$0 00	0 00%
42200	FIRE PROTECTION	\$0 00	\$0 00	\$0 00	0 00%
43000	DEPRECIATION EXP - PUBLIC	\$0 00	\$0 00	\$0 00	0 00%
43100	STREET MAINT	\$0 00	\$0 00	\$0 00	0 00%
43200	PARKS	\$0 00	\$0 00	\$0 00	0 00%
43300	CEMETERY	\$0 00	\$0 00	\$0 00	0 00%
44000	DEPRECIATION EXP - LIBRARY	\$0 00	\$0 00	\$0 00	0 00%
45000	DEPRECIATION EXP - PARKS	\$0 00	\$0 00	\$0 00	0 00%
47000	INTEREST EXP	\$0 00	\$0 00	\$0 00	0 00%
FUND 999 ACCRUED INT PAYABLE		\$0 00	\$0 00	\$0 00	0 00%
		\$3,217,976 52	\$2,433,350 25	\$784,626 27	24 38%

CITY OF BAYPORT

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MONTHLY EXPENSES

Period Name: OCTOBER

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
<b>FUND 101 GENERAL</b>						
<b>DEPT 41100 ELECTIONS</b>						
101 BRINE'S MARKET	11/6/2008	\$74 19	E	41100	220 ELECTIONS	OPERATING SUP
101 BRINE'S MARKET	11/6/2008	\$74 73	E	41100	220 ELECTIONS	OPERATING SUP
101 PETTY CASH	10/1/2008	\$4 59	E	41100	220 ELECTION ICE	OPERATING SUP
101 PETTY CASH	10/1/2008	\$15 00	E	41100	220 ELECTION BEVERAGE FOR ELE	OPERATING SUP
101 STILLWATER GAZETTE	10/28/2008	\$12 68	E	41100	350 VOTING DEMONSTRATION	PRINTING & PUBL
101 STILLWATER GAZETTE	11/6/2008	\$12 68	E	41100	350 ELECTION	PRINTING & PUBL
101 STILLWATER GAZETTE	11/6/2008	\$12 68	E	41100	350 ELECTION	PRINTING & PUBL
101 STILLWATER GAZETTE	11/6/2008	\$103 98	E	41100	350 ELECTIONS	PRINTING & PUBL
DEPT 41100 ELECTIONS		\$310 53				
<b>DEPT 41200 MAYOR &amp; COUNCIL</b>						
101	8/20/2008	\$1,175 00	E	41200	101 Labor Distribution	WAGES AND SAL
101	8/20/2008	\$11 25	E	41200	121 Labor Distribution	P E R A
101	8/20/2008	\$72 85	E	41200	122 Labor Distribution	CONT TO RET S
101	8/20/2008	\$17 03	E	41200	170 Labor Distnbution	MEDICARE
101 OFFICE SUPPLY CONNECTI	10/7/2008	\$5 71	E	41200	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 OFFICE OF SECRETARY OF	10/28/2008	\$2 00	E	41200	201 NOTARY COMMISSION APPLIC	OFFICE SUPPLIE
101 U S BANK VISA	10/28/2008	\$6 40	E	41200	201 DELL SALES	OFFICE SUPPLIE
101 ECKBERG, LAMMERS, BRIG	10/28/2008	\$248 64	E	41200	300 13467-17923 RIVER PARK MARI	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	10/28/2008	\$135 00	E	41200	300 16467-14377 MEETINGS	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	10/28/2008	\$759 76	E	41200	300 13467-16032 PERA	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	10/28/2008	\$65 00	E	41200	300 16467-1659	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	10/28/2008	\$65 00	E	41200	300 16467-1659	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	10/28/2008	\$97 50	E	41200	300 13467-1659	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	10/28/2008	\$227 50	E	41200	300 13467-14957 ICE ROAD EASEM	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	10/28/2008	\$292 50	E	41200	300 16467-1659	PROF SER-LEGAL
101 S E H	10/28/2008	\$181 52	E	41200	301 STAFF MEETING	PROF SER-ENGIN
101 S E H	10/28/2008	\$76 48	E	41200	301 COUNCIL MEETING	PROF SER-ENGIN
101 COMPLETE HEALTH ENVIRO	11/6/2008	\$437 50	E	41200	302 MAINTENANCE PLAN - OCT 200	CONTRACT SERV
101 ABDO EICK & MEYERS LLP	11/3/2008	\$1,251 30	E	41200	303 ASSISTANCE WITH CASH AND I	PROF SER-AUDIT
101 LEAGUE OF MINNESOTA CIT	10/28/2008	\$40 00	E	41200	402 2008 REGIONAL MTG FEE	CONFERENCES &
101 MIKE MEISTER	10/14/2008	\$475 11	E	41200	444 2008 EAGLE SCOUT PROJECT	COMMUNITY PRO
DEPT 41200 MAYOR & COUNCIL		\$5,643 05				
<b>DEPT 41240 RECYCLING</b>						
101 MANAGEMENT SERVICES	10/1/2008	\$189 01	E	41240	302 CONSULTING	CONTRACT SERV
101 MANAGEMENT SERVICES	10/14/2008	\$191 68	E	41240	302 CONSULTING SERVICE	CONTRACT SERV
101 MANAGEMENT SERVICES	10/28/2008	\$173 04	E	41240	302 CONSULTING	CONTRACT SERV
101 HAROLD WENDORF	10/8/2008	\$30 00	E	41240	370 RECYCLING RECIPIENT	RECYCLING INCE
DEPT 41240 RECYCLING		\$583 73				
<b>DEPT 41400 ADMINISTRATION</b>						
101	10/16/2008	\$2,161 54	E	41400	101 Labor Distribution	WAGES AND SAL
101	9/18/2008	\$2,174 95	E	41400	101 Labor Distribution	WAGES AND SAL
101	10/14/2008	\$2 174 95	E	41400	101 Labor Distribution	WAGES AND SAL
101	10/16/2008	\$140 51	E	41400	121 Labor Distribution	P E R A
101	9/18/2008	\$141 38	E	41400	121 Labor Distribution	P E R A
101	10/14/2008	\$141 38	E	41400	121 Labor Distribution	P E R A
101	10/14/2008	\$133 81	E	41400	122 Labor Distribution	CONT TO RET , S
101	10/16/2008	\$132 98	E	41400	122 Labor Distribution	CONT TO RET , S
101	9/18/2008	\$133 81	E	41400	122 Labor Distribution	CONT TO RET S
101	10/16/2008	\$185 78	E	41400	126 Labor Distribution	H S A
101	9/18/2008	\$185 78	E	41400	126 Labor Distribution	H S A
101	10/14/2008	\$185 78	E	41400	126 Labor Distribution	H S A
101 WELLS FARGO HBS	11/3/2008	\$229 50	E	41400	131 ADMINISTRATION FEE	CONT TO EMPLO
101	9/18/2008	\$570 02	E	41400	131 Labor Distribution	CONT TO EMPLO
101 MINNESOTA UC FUND/DEPT	10/29/2008	\$1,293 48	E	41400	140 GLORIA SELL - ADMIN	UNEMPLOYMENT
101	9/18/2008	\$31 30	E	41400	170 Labor Distribution	MEDICARE

CITY OF BAYPORT

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MONTHLY EXPENSES

Period Name: OCTOBER

FUND Search Name	Tran Date	Act Amount	Typ	DEPT	OBJ Comments	OBJ Descr
101	10/16/2008	\$31 11	E	41400	170 Labor Distribution	MEDICARE
101	10/14/2008	\$31 30	E	41400	170 Labor Distribution	MEDICARE
101 U S BANK VISA	10/28/2008	\$38 42	E	41400	201 DELL SALES	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	10/7/2008	\$34 29	E	41400	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 SCHWAAB, INC	11/6/2008	\$58 94	E	41400	201 OPERATING SUPPLY	OFFICE SUPPLIE
101 OFFICE OF SECRETARY OF	10/28/2008	\$12 00	E	41400	201 NOTARY COMMISSION APPLIC	OFFICE SUPPLIE
101 PETTY CASH	10/1/2008	\$44 51	E	41400	201 SAM'S CLUB	OFFICE SUPPLIE
101 MANAGEMENT SERVICES	10/1/2008	\$1,764 15	E	41400	302 CONSULTING	CONTRACT SERV
101 MANAGEMENT SERVICES	10/28/2008	\$1,615 07	E	41400	302 CONSULTING	CONTRACT SERV
101 MANAGEMENT SERVICES	10/14/2008	\$1,789 00	E	41400	302 CONSULTING SERVICE	CONTRACT SERV
101 NEOPOST	10/7/2008	\$32 75	E	41400	322 POSTAGE METER LEASE 10/31/	POSTAGE
101 WANDA MADSEN	10/28/2008	\$52 33	E	41400	400 MILEAGE - ST CLOUD	USE OF PERSON
101 TAYLOR, SARA	10/1/2008	\$412 13	E	41400	400 MILEAGE	USE OF PERSON
101 WANDA MADSEN	10/1/2008	\$12 21	E	41400	400 MILEAGE - MCFOA REGION IV	USE OF PERSON
101 TAYLOR, SARA	10/28/2008	\$178 43	E	41400	400 MILEAGE	USE OF PERSON
101 TAYLOR, SARA	10/1/2008	\$37 49	E	41400	402 MILEAGE AND MEAL REIMBURS	CONFERENCES &
101 PETTY CASH	10/1/2008	\$8 00	E	41400	402 SCVRTA MTG	CONFERENCES &
101 TAYLOR, SARA	10/28/2008	\$19 51	E	41400	402 MEALS	CONFERENCES &
101 COMCAST	10/28/2008	\$10 48	E	41400	416 INTERNET	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	10/28/2008	\$97 87	E	41400	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	11/6/2008	\$70 50	E	41400	416 COMPUTER CONSULTANT	REPAIR/MAINT O
DEPT 41400 ADMINISTRATION				\$16,367 44		
DEPT 41910 PLANNING & ZONING						
101	10/14/2008	\$4,100 17	E	41910	101 Labor Distribution	WAGES AND SAL
101	10/16/2008	\$4,100 17	E	41910	101 Labor Distribution	WAGES AND SAL
101	9/18/2008	\$4,100 17	E	41910	101 Labor Distribution	WAGES AND SAL
101	10/14/2008	\$266 53	E	41910	121 Labor Distribution	P E R A
101	10/16/2008	\$266 53	E	41910	121 Labor Distribution	P E R A
101	9/18/2008	\$266 53	E	41910	121 Labor Distribution	P E R A
101	10/16/2008	\$252 24	E	41910	122 Labor Distribution	CONT TO RET S
101	10/14/2008	\$252 24	E	41910	122 Labor Distribution	CONT TO RET , S
101	9/18/2008	\$252 24	E	41910	122 Labor Distribution	CONT TO RET , S
101	10/14/2008	\$353 87	E	41910	126 Labor Distribution	H S A
101	10/16/2008	\$353 87	E	41910	126 Labor Distribution	H S A
101	9/18/2008	\$353 87	E	41910	126 Labor Distribution	H S A
101	9/18/2008	\$1,061 88	E	41910	131 Labor Distribution	CONT TO EMPLO
101	10/14/2008	\$59 00	E	41910	170 Labor Distribution	MEDICARE
101	9/18/2008	\$59 00	E	41910	170 Labor Distribution	MEDICARE
101	10/16/2008	\$59 00	E	41910	170 Labor Distribution	MEDICARE
101 U S BANK VISA	10/28/2008	\$32 02	E	41910	201 DELL SALES	OFFICE SUPPLIE
101 OFFICE OF SECRETARY OF	10/28/2008	\$10 00	E	41910	201 NOTARY COMMISSION APPLIC	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	10/7/2008	\$28 57	E	41910	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 HOLIDAY FLEET	10/7/2008	\$181 10	E	41910	212 FUEL	MOTOR FUELS &
101 HOLIDAY FLEET	10/1/2008	\$122 29	E	41910	212 FUEL - VEHICLES	MOTOR FUELS &
101 MANAGEMENT SERVICES	10/1/2008	\$1,575 14	E	41910	302 CONSULTING	CONTRACT SERV
101 MANAGEMENT SERVICES	10/14/2008	\$1,597 32	E	41910	302 CONSULTING SERVICE	CONTRACT SERV
101 MANAGEMENT SERVICES	10/28/2008	\$1,442 03	E	41910	302 CONSULTING	CONTRACT SERV
101 NEOPOST	10/7/2008	\$27 29	E	41910	322 POSTAGE METER LEASE 10/31/	POSTAGE
101 MN DEPT OF LABOR AND IN	10/14/2008	\$35 00	E	41910	402 2008 CCLD FALL REGISTRATIO	CONFERENCES &
101 U S BANK VISA	10/28/2008	\$178 56	E	41910	402 MNAPA CONF - HOLIDAY INNS	CONFERENCES &
101 U S BANK VISA	10/28/2008	\$125 00	E	41910	402 GOVT TRAINING - ST CLOUD	CONFERENCES &
101 TR COMPUTER SALES LLC	11/6/2008	\$58 75	E	41910	416 COMPUTER CONSULTANT	REPAIR/MAINT O
101 COMCAST	10/28/2008	\$8 73	E	41910	416 INTERNET	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	10/28/2008	\$81 56	E	41910	416 COMPUTER CONSULTING	REPAIR/MAINT O
DEPT 41910 PLANNING & ZONING				\$21,660 67		
DEPT 41940 MUNICIPAL BUILDINGS						
101 KIMBERLY A REIL	10/30/2008	\$450 00	E	41940	302 OCTOBER 2008 CLEANING SER	CONTRACT SERV
101 OFFICE OF ENT TECHNOLO	10/27/2008	\$428 90	E	41940	321 PHONES	COMMUNICATION

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FUND Search Name	Tran Date	Act Amount Typ	DEPT	OBJ	Comments	OBJ Descr
101 XCEL	11/3/2008	\$810 58 E	41940	380	ELECTRIC & GAS	ELECTRIC SERVI
101 XCEL	10/6/2008	\$1,085 14 E	41940	380	ELECTRIC & GAS	ELECTRIC SERVI
101 XCEL	10/6/2008	\$112 73 E	41940	381	ELECTRIC & GAS	FUEL FOR HEAT
101 XCEL	11/3/2008	\$115 88 E	41940	381	ELECTRIC & GAS	FUEL FOR HEAT
101 MINNESOTA ELEVATOR	10/7/2008	\$141 50 E	41940	420	CITY HALL SERVICE	R & M BLDGS, ST
101 J H LARSON CO	10/27/2008	\$53 62 E	41940	420	90W HALOGEN LIGHTS - CITY H	R & M BLDGS, ST
DEPT 41940 MUNICIPAL BUILDINGS		\$3 198 35				
DEPT 42100 POLICE						
101	9/18/2008	\$1,469 78 E	42100	050	Labor Distribution	SEASONAL/PART
101	10/16/2008	\$1,826 94 E	42100	050	Labor Distribution	SEASONAL/PART
101	10/14/2008	\$1,351 59 E	42100	050	Labor Distribution	SEASONAL/PART
101	9/18/2008	\$11,709 91 E	42100	101	Labor Distribution	WAGES AND SAL
101	10/14/2008	\$9,886 54 E	42100	101	Labor Distribution	WAGES AND SAL
101	10/16/2008	\$11,558 77 E	42100	101	Labor Distribution	WAGES AND SAL
101	10/14/2008	\$2,771 84 E	42100	102	Labor Distribution	OVERTIME
101	10/16/2008	\$357 06 E	42100	102	Labor Distribution	OVERTIME
101	9/18/2008	\$85 71 E	42100	102	Labor Distribution	OVERTIME
101	9/18/2008	\$1,640 95 E	42100	121	Labor Distribution	P E R A
101	10/14/2008	\$1,760 00 E	42100	121	Labor Distribution	P E R A
101	10/16/2008	\$1,704 80 E	42100	121	Labor Distribution	P E R A
101	10/16/2008	\$37 38 E	42100	122	Labor Distnbuton	CONT TO RET S
101	10/14/2008	\$25 72 E	42100	122	Labor Distribution	CONT TO RET , S
101	9/18/2008	\$25 14 E	42100	122	Labor Distribution	CONT TO RET , S
101	9/18/2008	\$716 58 E	42100	126	Labor Distribution	H S A
101	10/16/2008	\$716 58 E	42100	126	Labor Distribution	H S A
101	10/14/2008	\$716 58 E	42100	126	Labor Distribution	H S A
101	9/18/2008	\$2,580.03 E	42100	131	Labor Distribution	CONT TO EMPLO
101	9/18/2008	\$158 53 E	42100	170	Labor Distribution	MEDICARE
101	10/16/2008	\$155 51 E	42100	170	Labor Distribution	MEDICARE
101	10/14/2008	\$168 09 E	42100	170	Labor Distribution	MEDICARE
101 OFFICE SUPPLY CONNECTI	10/7/2008	\$28 57 E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIE
101 U S BANK VISA	10/28/2008	\$32 02 E	42100	201	DELL SALES	OFFICE SUPPLIE
101 OFFICE OF SECRETARY OF	10/28/2008	\$10 00 E	42100	201	NOTARY COMMISSION APPLIC	OFFICE SUPPLIE
101 U S BANK VISA	11/6/2008	\$134 03 E	42100	201	POLICE DEPT CREDIT CARD	OFFICE SUPPLIE
101 HOLIDAY FLEET	10/1/2008	\$1,904 94 E	42100	212	FUEL - VEHICHLES	MOTOR FUELS &
101 HOLIDAY FLEET	10/7/2008	\$1,958 49 E	42100	212	FUEL	MOTOR FUELS &
101 PETTY CASH	10/1/2008	\$9 50 E	42100	220	PD - TABS	OPERATING SUP
101 HOLIDAY FLEET	10/1/2008	\$5 32 E	42100	220	FUEL - VEHICHLES	OPERATING SUP
101 PETTY CASH	10/1/2008	\$80 00 E	42100	220	PD - TONER CARTIDGES	OPERATING SUP
101 PETTY CASH	10/1/2008	\$53 35 E	42100	220	PD CAMERA DISKS	OPERATING SUP
101 EASTMAN, LAURA	10/28/2008	\$39 52 E	42100	220	SUPPLIES - POLICE DEPT	OPERATING SUP
101 HOLIDAY FLEET	10/7/2008	\$5 33 E	42100	220	FUEL	OPERATING SUP
101 LYNN PEAVEY CO	10/7/2008	\$44 90 E	42100	220	OPERATING SUPPLIES - POLIC	OPERATING SUP
101 PHILIPS MEDICAL SYSTEMS	11/4/2008	\$226.84 E	42100	220	SUUPPLIES - POLICE DEPT	OPERATING SUP
101 UNIFORM & ACCESSORIES	10/14/2008	\$251 79 E	42100	220	HANDHELD SPEAKER & COMP	OPERATING SUP
101 ECKBERG, LAMMERS, BRIG	10/6/2008	\$2,080 00 E	42100	300	PROSECUTION (13467-9999)	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	10/28/2008	\$380 66 E	42100	300	13467-15018 DAVID NESS	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	11/6/2008	\$2,084 12 E	42100	300	PROSECUTION (13467-9999)	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	10/28/2008	\$39 00 E	42100	300	13467-1659 GENERAL FILE	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	10/28/2008	\$39 00 E	42100	300	13467-17835 UNION PACIFIC CO	PROF SER-LEGAL
101 DAKOTA COUNTY TECHNICA	11/4/2008	\$210 00 E	42100	306	TRAINING - QUINN WILLMARTH	PROF SER-OTHE
101 STILLWATER TOWING INC	10/8/2008	\$300 00 E	42100	306	STORAGE FOR 4 VEHICLES - O	PROF SER-OTHE
101 RIVER VALLEY PRINTING	11/4/2008	\$55 54 E	42100	306	CASE FILE MANILLA ENVELOPE	PROF SER-OTHE
101 STILLWATER MEDICAL GRO	10/7/2008	\$96 00 E	42100	306	POLICE DEPT ACCT # 1776	PROF SER-OTHE
101 VERIZON WIRELESS	11/3/2008	\$248 63 E	42100	321	PHONES - POLICE DEPT	COMMUNICATION
101 VERIZON WIRELESS	10/7/2008	\$413 57 E	42100	321	PHONE AUG 27 - SEPT 26 POLI	COMMUNICATION
101 NEOPOST	10/7/2008	\$27 29 E	42100	322	POSTAGE METER LEASE 10/31/	POSTAGE
101 RIVER VALLEY PRINTING	11/4/2008	\$39 25 E	42100	350	CASE FILE MANILLA ENVELOPE	PRINTING & PUBL
101 WHITE BEAR LAKE POLICE	10/1/2008	\$395 00 E	42100	403	REGISTRATION PPCT TRAININ	POLICE TRAININ
101 WINGFOOT COMMERCIAL TI	10/27/2008	\$468 79 E	42100	412	TIRES - POLICE DEPT	REP & MAINT VE

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101 APPLE GLASS	10/27/2008	\$53 37	E	42100	412 005 DODGE DURANGO	REP & MAINT VE
101 CASPERSON MOTORS	10/6/2008	\$32 61	E	42100	412 2501	REP & MAINT VE
101 CASPERSON MOTORS	10/6/2008	\$157 33	E	42100	412 CHIEF CAR	REP & MAINT VE
101 DISCOUNT TIRE CO	10/27/2008	\$43 93	E	42100	412 2003 CHEV IMPALA - POLICE D	REP & MAINT VE
101 CASPERSON MOTORS	11/3/2008	\$171 40	E	42100	412 UNDER COVER TRUCK - REPLA	REP & MAINT VE
101 CASPERSON MOTORS	11/3/2008	\$47 61	E	42100	412 CHIEF CAR - OIL FILTER & ROT	REP & MAINT VE
101 CASPERSON MOTORS	11/3/2008	\$32 61	E	42100	412 2501 - OIL AND FILTER	REP & MAINT VE
101 CASPERSON MOTORS	11/3/2008	\$538 96	E	42100	412 CHIEF CAR - FRONT AND REAR	REP & MAINT VE
101 CASPERSON MOTORS	11/3/2008	\$84 05	E	42100	412 2501 - REPLACE BATTERY	REP & MAINT VE
101 CASPERSON MOTORS	11/3/2008	\$71 61	E	42100	412 2502 - OIL & FILTER & REPAIR S	REP & MAINT VE
101 STILLWATER TOWING INC	11/4/2008	\$213 00	E	42100	412 POLICE DEPT	REP & MAINT VE
101 WINGFOOT COMMERCIAL TI	11/4/2008	\$227 59	E	42100	412 VEHICLE MAINTANCE	REP & MAINT VE
101 CASPERSON MOTORS	10/6/2008	\$107 66	E	42100	412 2502	REP & MAINT VE
101 TR COMPUTER SALES LLC	11/6/2008	\$58 75	E	42100	416 COMPUTER CONSULTANT	REPAIR/MAINT O
101 COMCAST	10/28/2008	\$8 73	E	42100	416 INTERNET	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	10/28/2008	\$81 56	E	42100	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 ROBICHON'S THE INLINE SK	10/8/2008	\$532 00	E	42100	444 SAFETY CAMP - POLICE DEPT	COMMUNITY PRO
101 NATIONAL ASSOCIATION OF	10/1/2008	\$2,427 43	E	42100	444 NATIONAL NIGHT OUT T-SHIRT	COMMUNITY PRO
DEPT 42100 POLICE		\$67,975 68				
<b>DEPT 42200 FIRE PROTECTION</b>						
101	9/19/2008	\$2,126 33	E	42200	101 Labor Distribution	WAGES AND SAL
101	8/20/2008	\$250 00	E	42200	101 Labor Distribution	WAGES AND SAL
101	9/19/2008	\$15,973 00	E	42200	105 Labor Distribution	FIRE RUNS, DRILL
101	9/19/2008	\$840 61	E	42200	122 Labor Distribution	CONT TO RET , S
101 MINNESOTA UC FUND/DEPT	10/29/2008	\$170 35	E	42200	140 SCOTT RADKE - FIRE DEPT	UNEMPLOYMENT
101	9/19/2008	\$262 44	E	42200	170 Labor Distribution	MEDICARE
101 W S DARLEY & CO	10/28/2008	\$21 98	E	42200	202 TITLE TAPE - FIRE DEPT	UNIFORMS - MISC
101 HOLIDAY FLEET	10/1/2008	\$1,324 61	E	42200	212 FUEL - VEHICLES	MOTOR FUELS &
101 HOLIDAY FLEET	10/7/2008	\$614 34	E	42200	212 FUEL	MOTOR FUELS &
101 POSITIVE PROMOTIONS, IN	10/28/2008	\$159 25	E	42200	217 BOOKS - FIRE DEPT	MATERIALS & PR
101 FOREMOST PROMOTIONS	10/28/2008	\$170 50	E	42200	217 BOOKS - FIRE DEPT	MATERIALS & PR
101 W S DARLEY & CO	10/28/2008	\$165 71	E	42200	220 HOSE - FIRE DEPT	OPERATING SUP
101 W S DARLEY & CO	10/28/2008	\$255 69	E	42200	220 NOZZEL - FIRE DEPT	OPERATING SUP
101 VALLEY AGENCIES	10/28/2008	\$257 00	E	42200	306 TRAVELERS COMMERCIAL REN	PROF SER-OTHE
101 U S BANK VISA	10/28/2008	\$8 39	E	42200	402 4798175443002041MILLS FLEET	CONFERENCES &
101 U S BANK VISA	10/28/2008	\$40 64	E	42200	402 4798175443002041GREEN MILL	CONFERENCES &
101 U S BANK VISA	10/28/2008	\$210 56	E	42200	402 4798175443002041BEST WESTE	CONFERENCES &
101 U S BANK VISA	10/28/2008	\$210 56	E	42200	402 4798175443002041BEST WESTE	CONFERENCES &
101 U S BANK VISA	10/28/2008	\$51 80	E	42200	402 4798175443002041GREEN MIL -	CONFERENCES &
DEPT 42200 FIRE PROTECTION		\$23,113 76				
<b>DEPT 43100 STREET MAINT</b>						
101	9/18/2008	\$381 25	E	43100	050 Labor Distribution	SEASONAL/PART
101	10/14/2008	\$1,691 20	E	43100	101 Labor Distribution	WAGES AND SAL
101	9/18/2008	\$1,691 20	E	43100	101 Labor Distribution	WAGES AND SAL
101	10/16/2008	\$1,691 20	E	43100	101 Labor Distribution	WAGES AND SAL
101	10/30/2008	\$921 41	E	43100	102 Labor Distribution	OVERTIME
101	10/14/2008	\$109 93	E	43100	121 Labor Distribution	P E R A
101	10/16/2008	\$109 93	E	43100	121 Labor Distribution	P E R A
101	9/18/2008	\$109 93	E	43100	121 Labor Distribution	P E R A
101	10/16/2008	\$104 38	E	43100	122 Labor Distribution	CONT TO RET , S
101	9/18/2008	\$128 02	E	43100	122 Labor Distribution	CONT TO RET , S
101	10/14/2008	\$104 38	E	43100	122 Labor Distribution	CONT TO RET , S
101	10/16/2008	\$88 48	E	43100	126 Labor Distribution	H S A
101	10/14/2008	\$88 24	E	43100	126 Labor Distribution	H S A
101	9/18/2008	\$88 48	E	43100	126 Labor Distribution	H S A
101	9/18/2008	\$348 59	E	43100	131 Labor Distribution	CONT TO EMPLO
101	10/14/2008	\$24 41	E	43100	170 Labor Distribution	MEDICARE
101	9/18/2008	\$29 94	E	43100	170 Labor Distribution	MEDICARE

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101	10/16/2008	\$24 41	E	43100	170 Labor Distribution	MEDICARE
101 OFFICE OF SECRETARY OF	10/28/2008	\$2 00	E	43100	201 NOTARY COMMISSION APPLIC	OFFICE SUPPLIE
101 OFFICE SUPPLY CONNECTI	10/7/2008	\$5 71	E	43100	201 OFFICE SUPPLIES	OFFICE SUPPLIE
101 U S BANK VISA	10/28/2008	\$6 40	E	43100	201 DELL SALES	OFFICE SUPPLIE
101 U S BANK VISA	11/6/2008	\$96 98	E	43100	205 WEARGUARD	UNIFORMS - JOS
101 HOLIDAY FLEET	10/7/2008	\$377 58	E	43100	212 FUEL	MOTOR FUELS &
101 HOLIDAY FLEET	10/1/2008	\$255 89	E	43100	212 FUEL - VEHICLES	MOTOR FUELS &
101 NORTHERN TRAFFIC SUPPL	11/6/2008	\$1,410 43	E	43100	220 TRAIN HORN - PW DEPT	OPERATING SUP
101 OXYGEN SERVICE COMPAN	10/27/2008	\$6 07	E	43100	220 OXYGEN WELDING SUPPLIES	OPERATING SUP
101 S E H	10/28/2008	\$1,147 78	E	43100	301 ALLEY PAVING PRELIMINARY	PROF SER-ENGIN
101 STILLWATER MEDICAL GRO	11/6/2008	\$38 00	E	43100	302 TESTING - PW DEPT	CONTRACT SERV
101 NEOPOST	10/7/2008	\$5 45	E	43100	322 POSTAGE METER LEASE 10/31/	POSTAGE
101 CARQUEST AUTO PARTS	10/27/2008	\$4 21	E	43100	412 VEHICLE - MAINT	REP & MAINT VE
101 TRI STATE BOBCAT INC	10/27/2008	\$458 00	E	43100	412 VEHICLE MAINTENANCE	REP & MAINT VE
101 U S BANK VISA	11/6/2008	\$27 17	E	43100	412 ACE HARDWARE	REP & MAINT VE
101 H&L MESABI	10/27/2008	-\$23 73	E	43100	412 CREDIT FROM INVOICE # 75114	REP & MAINT VE
101 H&L MESABI	10/27/2008	\$364 34	E	43100	412 SNOW PLOW CUTTING EDGE	REP & MAINT VE
101 MAC QUEEN EQUIPMENT	11/6/2008	-\$108 57	E	43100	412 CREDIT ON ACCT	REP & MAINT VE
101 U S BANK VISA	11/6/2008	\$1 75	E	43100	412 ACE HARDWARE	REP & MAINT VE
101 MENARDS-STILLWATER	11/6/2008	\$10 95	E	43100	412 LUMBER - PW DEPT	REP & MAINT VE
101 NORTHERN ENGINE & SUPP	11/6/2008	\$46 09	E	43100	412 OPERATION REPAIR	REP & MAINT VE
101 U S BANK VISA	9/30/2008	\$94 66	E	43100	412 JR TRANSMISSIONS	REP & MAINT VE
101 MAC QUEEN EQUIPMENT	11/6/2008	\$535 40	E	43100	412 EQUIPMENT	REP & MAINT VE
101 TR COMPUTER SALES LLC	10/28/2008	\$16 31	E	43100	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 COMCAST	10/28/2008	\$1 74	E	43100	416 INTERNET	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	11/6/2008	\$11 75	E	43100	416 COMPUTER CONSULTANT	REPAIR/MAINT O
101 BUBERL BLACK DIRT	10/27/2008	\$536 76	E	43100	421 42 YDS BLACK DIRT	REPAIR & MAINT
101 WASHINGTON CO TRANSP	10/27/2008	\$532 70	E	43100	421 STRIPING ROADS	REPAIR & MAINT
101 MILLER EXCAVATING	10/27/2008	\$119 55	E	43100	421 CLASS 5 GRAVEL	REPAIR & MAINT
101 ROETTGER WELDING	11/6/2008	\$38 43	E	43100	421 ANGLE - PW DEPT	REPAIR & MAINT
101 JOHNSTON FARGO CULVER	10/27/2008	-\$1,467 46	E	43100	421 CULVERT	REPAIR & MAINT
101 BUBERL BLACK DIRT	11/6/2008	\$63 90	E	43100	421 5 YDS BLACK DIRT	REPAIR & MAINT
101 JOHNSTON FARGO CULVER	10/27/2008	\$1,367 53	E	43100	421 CULVERT	REPAIR & MAINT
101 ROETTGER WELDING	11/6/2008	\$90 74	E	43100	421 CULVERT GRATE - PW DEPT	REPAIR & MAINT
101 RICE SIGNS	10/27/2008	\$2,370 89	E	43100	421 PED CROSSING SIGN	REPAIR & MAINT
101 ASPHALT SPECIALTIES	11/6/2008	\$11,224 00	E	43100	421 REPAIR	REPAIR & MAINT
101 MILLER EXCAVATING	11/6/2008	\$2,855 00	E	43100	421 STREET REPAIR	REPAIR & MAINT
DEPT 43100 STREET MAINT		\$30,259 78				
DEPT 43160 STREET LIGHTING						
101 XCEL	10/6/2008	\$2,067 64	E	43160	380 ELECTRIC & GAS	ELECTRIC SERVI
101 XCEL	11/3/2008	\$2,045 95	E	43160	380 ELECTRIC & GAS	ELECTRIC SERVI
DEPT 43160 STREET LIGHTING		\$4,113 59				
DEPT 43200 PARKS						
101	9/18/2008	\$927 20	E	43200	101 Labor Distribution	WAGES AND SAL
101	10/16/2008	\$927 20	E	43200	101 Labor Distribution	WAGES AND SAL
101	10/14/2008	\$927 20	E	43200	101 Labor Distribution	WAGES AND SAL
101	9/18/2008	\$60 27	E	43200	121 Labor Distribution	P E R A
101	10/14/2008	\$60 27	E	43200	121 Labor Distribution	P E R A
101	10/16/2008	\$60.27	E	43200	121 Labor Distribution	P E R A
101	10/16/2008	\$55 16	E	43200	122 Labor Distribution	CONT TO RET , S
101	10/14/2008	\$55 16	E	43200	122 Labor Distribution	CONT TO RET , S
101	9/18/2008	\$55 16	E	43200	122 Labor Distribution	CONT TO RET , S
101	10/16/2008	\$44 24	E	43200	126 Labor Distribution	H S A
101	10/14/2008	\$44 24	E	43200	126 Labor Distribution	H S A
101	9/18/2008	\$44 24	E	43200	126 Labor Distribution	H S A
101	9/18/2008	\$176 70	E	43200	131 Labor Distribution	CONT TO EMPLO
101	10/16/2008	\$12 90	E	43200	170 Labor Distribution	MEDICARE
101	9/18/2008	\$12.90	E	43200	170 Labor Distribution	MEDICARE

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101	10/14/2008	\$12 90 E	43200	170 Labor Distribution	MEDICARE
101 HOLIDAY FLEET	10/1/2008	\$32 49 E	43200	212 FUEL - VEHICLES	MOTOR FUELS &
101 HOLIDAY FLEET	10/7/2008	\$89 45 E	43200	212 FUEL	MOTOR FUELS &
101 U S BANK VISA	9/30/2008	\$412 99 E	43200	240 MILLS FLEET FARM	SMALL TOOLS-E
101 WASH COUNTY PUBLIC HEA	10/28/2008	\$357 00 E	43200	302 LICENSE RENEWAL - PARK BUI	CONTRACT SERV
101 TRU GREEN CHEMLAWN	11/6/2008	\$61 57 E	43200	302 FERTIZLIZER	CONTRACT SERV
101 TRU GREEN CHEMLAWN	11/6/2008	\$9 90 E	43200	302 FERTIZLIZER	CONTRACT SERV
101 TRU GREEN CHEMLAWN	11/6/2008	\$3 30 E	43200	302 FERTIZLIZER	CONTRACT SERV
101 TRU GREEN CHEMLAWN	11/6/2008	\$4 40 E	43200	302 FERTIZLIZER	CONTRACT SERV
101 TRU GREEN CHEMLAWN	11/6/2008	\$168 23 E	43200	322 FERTIZLIZER	POSTAGE
101 NEOPOST	10/7/2008	\$5 45 E	43200	322 POSTAGE METER LEASE 10/31/	POSTAGE
101 TRU GREEN CHEMLAWN	11/6/2008	\$612 44 E	43200	322 FERTIZLIZER	POSTAGE
101 TRU GREEN CHEMLAWN	11/6/2008	\$61 57 E	43200	322 FERTIZLIZER	POSTAGE
101 TRU GREEN CHEMLAWN	11/6/2008	\$428 81 E	43200	322 FERTIZLIZER	POSTAGE
101 SHERWIN WILLIAMS LC	11/6/2008	\$208 32 E	43200	414 WHITE PAINT - PW DEPT	REPAIR & MAINT
101 SHERWIN WILLIAMS LC	11/6/2008	\$10 88 E	43200	414 PUMP PROTECTR - PW DEPT	REPAIR & MAINT
101 SHERWIN WILLIAMS LC	11/6/2008	\$131 33 E	43200	414 PAINT	REPAIR & MAINT
101 TR COMPUTER SALES LLC	11/6/2008	\$11 75 E	43200	416 COMPUTER CONSULTANT	REPAIR/MAINT O
101 COMCAST	10/28/2008	\$1 74 E	43200	416 INTERNET	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	10/28/2008	\$16 31 E	43200	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 U S BANK VISA	11/6/2008	\$116 73 E	43200	420 MENARDS	R & M BLDGS, ST
101 MENARDS-STILLWATER	11/6/2008	\$21 17 E	43200	420 SUPPLIES	R & M BLDGS, ST
101 SHERWIN WILLIAMS LC	10/29/2008	-\$104 72 E	43200	420 PAINT RETURNED	R & M BLDGS, ST
101 SHERWIN WILLIAMS LC	10/29/2008	\$142 62 E	43200	420 OPERATING SUPPLIES	R & M BLDGS, ST
101 SHERWIN WILLIAMS LC	10/29/2008	\$142 62 E	43200	420 OPERATING SUPPLIES	R & M BLDGS, ST
101 AIR FRESH PORTABLE TOIL	11/6/2008	\$157 50 E	43200	425 STANDARD	SATILLITIES
101 AIR FRESH PORTABLE TOIL	11/6/2008	\$94 50 E	43200	425 HANDICAP	SATILLITIES
101 AIR FRESH PORTABLE TOIL	11/6/2008	\$18 94 E	43200	425 SALES TAX	SATILLITIES
101 AIR FRESH PORTABLE TOIL	11/6/2008	\$39 38 E	43200	425 STANDARD	SATILLITIES
DEPT 43200 PARKS		\$6,732 68			
DEPT 43300 CEMETERY					
101 HOLIDAY FLEET	10/1/2008	\$180.27 E	43300	212 FUEL - VEHICLES	MOTOR FUELS &
101 HOLIDAY FLEET	10/7/2008	\$165 48 E	43300	212 FUEL	MOTOR FUELS &
101 LANDSCAPES BY MARK	11/6/2008	\$325 00 E	43300	310 VIRGINIA BELL	GRAVE OPENING
101 LANDSCAPES BY MARK	11/6/2008	\$325 00 E	43300	310 COLLEEN KEMPINICK	GRAVE OPENING
101 CENTURY POWER EQUIPME	11/6/2008	\$9 31 E	43300	412 CEMETERY MOWER	REP & MAINT VE
101 CENTURY POWER EQUIPME	11/6/2008	\$2 42 E	43300	412 CEMETERY MOWER	REP & MAINT VE
101 CENTURY POWER EQUIPME	11/6/2008	\$21 83 E	43300	412 VECHILE MAINTENANCE	REP & MAINT VE
101 CENTURY POWER EQUIPME	11/6/2008	-\$0 59 E	43300	412 VECHILE MAINTENANCE	REP & MAINT VE
101 CENTURY POWER EQUIPME	10/27/2008	\$21 88 E	43300	412 V BELT - PARTS	REP & MAINT VE
101 STEPHEN LARSON	11/4/2008	\$300 00 E	43300	810 HEADSTONE REFUND	REFUNDS AND R
101 MARLYS FOLEY	10/14/2008	\$300 00 E	43300	810 REFUND-HEADSTONE DEPOSIT	REFUNDS AND R
DEPT 43300 CEMETERY		\$1,650 60			
FUND 101 GENERAL		\$181,609 86			
FUND 202 DRUG FORFEITURE					
DEPT 42102 EXPENDITURE OF FORFEITURE MONE					
202 EARL F ANDERSEN, INC	11/6/2008	\$1,665 85 E	42102	240 2 SEAT SEE SAW	SMALL TOOLS-E
DEPT 42102 EXPENDITURE OF FORFEITURE		\$1,665 85			
FUND 202 DRUG FORFEITURE		\$1,665 85			
FUND 203 PUBLIC WORKS EQUIPMENT REPL					
DEPT 41900 CAPITAL IMPROVEMENTS					
203 STILLWATER MOTORS	10/14/2008	\$18,412 91 E	41900	530 2008 CHEVROLET SILVERADO	CAPITAL OUTLAY

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DEPT 41900 CAPITAL IMPROVEMENTS		\$18,412 91				
FUND 203 PUBLIC WORKS EQUIPMENT REPL		\$18,412 91				
FUND 205 TAX STABILIZATION FUND						
DEPT 41900 CAPITAL IMPROVEMENTS						
205	11/5/2008	\$131,000 00 E		41900	437 PARK IMPROVEMENT FUND	TRANSFER OUT/
205	11/5/2008	\$50,000 00 E		41900	437 POLICE EQUIPMENT FUND	TRANSFER OUT/
205	11/5/2008	\$50,000 00 E		41900	437 OFFICE AUTOMATION	TRANSFER OUT/
205	11/5/2008	\$150,000 00 E		41900	437 MUNICIPAL BLDGS, MAINT FUN	TRANSFER OUT/
205	11/5/2008	\$50,000 00 E		41900	437 CEMETERY CAPITAL IMPROVE	TRANSFER OUT/
DEPT 41900 CAPITAL IMPROVEMENTS		\$431 000 00				
FUND 205 TAX STABILIZATION FUND		\$431,000 00				
FUND 207 PARK IMPROVEMENT FUND						
DEPT 44100 PROJECT						
207 SANDERS WACKER BERGLY	10/8/2008	\$1,712 98 E		44100	306 LAKESIDE PARK -5/1/08-5/31/08	PROF SER-OTHE
207 SANDERS WACKER BERGLY	10/28/2008	\$1,461 25 E		44100	306 BARKER'S ALPS	PROF SER-OTHE
207 M J RALEIGH INC	11/3/2008	\$14,900 00 E		44100	444 SAND BLANKET INSTALLATION	COMMUNITY PRO
207 ST CROIX RECREATION CO ,	10/8/2008	\$1,618 80 E		44100	444 TWO 48" PICNIC TABLES - BEA	COMMUNITY PRO
DEPT 44100 PROJECT		\$19,693 03				
FUND 207 PARK IMPROVEMENT FUND		\$19,693 03				
FUND 209 DEVELOPER REIMBURSED PROJECTS						
DEPT 41911 BAYTOWN DEVELOPMENTS						
209 ECKBERG, LAMMERS, BRIG	10/28/2008	\$35 11 E		41911	300 13467-13659 WATER EXTENSIO	PROF SER-LEGAL
DEPT 41911 BAYTOWN DEVELOPMENTS		\$35 11				
FUND 209 DEVELOPER REIMBURSED PROJECTS		\$35 11				
FUND 211 LIBRARY						
DEPT 45500 LIBRARY						
211	9/18/2008	\$2,523 07 E		45500	050 Labor Distribution	SEASONAL/PART
211	10/14/2008	\$2,533 28 E		45500	050 Labor Distribution	SEASONAL/PART
211	10/16/2008	\$2,513 57 E		45500	050 Labor Distribution	SEASONAL/PART
211	10/16/2008	\$2,626 31 E		45500	101 Labor Distribution	WAGES AND SAL
211	10/14/2008	\$2,626 31 E		45500	101 Labor Distribution	WAGES AND SAL
211	9/18/2008	\$2,626 31 E		45500	101 Labor Distribution	WAGES AND SAL
211	10/16/2008	\$318 39 E		45500	121 Labor Distribution	P E R A
211	10/14/2008	\$309 00 E		45500	121 Labor Distribution	P E R A
211	9/18/2008	\$315 81 E		45500	121 Labor Distribution	P E R A
211	10/14/2008	\$313 21 E		45500	122 Labor Distribution	CONT TO RET , S
211	10/16/2008	\$312 00 E		45500	122 Labor Distribution	CONT TO RET , S
211	9/18/2008	\$312 58 E		45500	122 Labor Distribution	CONT TO RET S
211	10/16/2008	\$88 47 E		45500	126 Labor Distribution	H S A
211	9/18/2008	\$88 47 E		45500	126 Labor Distribution	H S A
211	10/14/2008	\$88 47 E		45500	126 Labor Distribution	H S A
211	9/18/2008	\$371 72 E		45500	131 Labor Distribution	CONT TO EMPLO
211	9/18/2008	\$73 11 E		45500	170 Labor Distribution	MEDICARE
211	10/16/2008	\$72 98 E		45500	170 Labor Distribution	MEDICARE
211	10/14/2008	\$73 26 E		45500	170 Labor Distribution	MEDICARE
211 STILLWATER GAZETTE	10/27/2008	\$109 00 E		45500	217 LIBRARY SUBSCRIPTION RENE	MATERIALS & PR
211 BAKER & TAYLOR	10/27/2008	\$15 48 E		45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	10/27/2008	\$175 31 E		45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	10/27/2008	\$39 82 E		45500	217 BOOKS	MATERIALS & PR

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211 BAKER & TAYLOR	10/27/2008	\$342.04	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	10/27/2008	\$266.61	E	45500	217 BOOKS	MATERIALS & PR
211 CHICAGO DISTRIBUTION CE	10/27/2008	\$27.68	E	45500	217 BOOK - LIBRARY	MATERIALS & PR
211 BAKER & TAYLOR	10/27/2008	\$23.94	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	10/27/2008	\$478.22	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	10/27/2008	\$28.22	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	10/27/2008	\$409.31	E	45500	217 BOOKS	MATERIALS & PR
211 SCHOLASTIC LIBRARY PUBL	10/27/2008	\$155.64	E	45500	217 BOOKS - LIBRARY	MATERIALS & PR
211 BAKER & TAYLOR	10/27/2008	\$35.22	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	10/27/2008	\$70.80	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	10/27/2008	\$72.48	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	10/27/2008	\$56.44	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	10/27/2008	\$27.13	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	10/27/2008	\$71.03	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	10/27/2008	\$22.99	E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	10/27/2008	\$83.23	E	45500	217 BOOKS	MATERIALS & PR
211 SCHOLASTIC LIBRARY PUBL	10/27/2008	\$144.30	E	45500	217 BOOKS - LIBRARY	MATERIALS & PR
211 CHICAGO DISTRIBUTION CE	10/27/2008	\$59.99	E	45500	217 BOOKS - LIBRARY	MATERIALS & PR
211 BAKER & TAYLOR	10/27/2008	\$313.80	E	45500	217 BOOKS	MATERIALS & PR
211 INNOVATIVE OFFICE SOLUTI	10/27/2008	\$10.49	E	45500	220 DAILY APPOINTMENT BOOK	OPERATING SUP
211 INNOVATIVE OFFICE SOLUTI	10/27/2008	-\$45.60	E	45500	220 RUBBER ADHESIVE	OPERATING SUP
211 INNOVATIVE OFFICE SOLUTI	10/27/2008	\$45.60	E	45500	220 RUBBER ADHESIVE FILAMENT	OPERATING SUP
211 DEMCO	10/27/2008	\$13.77	E	45500	220 OPERATING MATERIAL - LIBRA	OPERATING SUP
211 INNOVATIVE OFFICE SOLUTI	10/27/2008	\$23.64	E	45500	220 TRANSPARENT GLOSSY TAPE	OPERATING SUP
211 INNOVATIVE OFFICE SOLUTI	10/27/2008	\$10.98	E	45500	220 QUICK NOTES	OPERATING SUP
211 UPSTART	10/27/2008	\$17.00	E	45500	220 OPERATING SUPPLIES - LIBRA	OPERATING SUP
211 BRODART	10/27/2008	\$28.18	E	45500	220 OPERATING MATERIAL - LIBRA	OPERATING SUP
211 INNOVATIVE OFFICE SOLUTI	10/27/2008	\$468.00	E	45500	240 DRAFTING STOOL	SMALL TOOLS-E
211 KINDER MELODIES	10/27/2008	\$600.00	E	45500	302 STORY TIME - LIBRARY	CONTRACT SERV
211 SHARON SIPP	10/28/2008	\$1,425.00	E	45500	302 CLEANING SERVICE - LIBRARY	CONTRACT SERV
211 OFFICE OF ENT TECHNOLO	10/27/2008	\$64.45	E	45500	321 PHONE SERVICES - LIBRARY	COMMUNICATION
211 INTEGRA TELECOM	10/27/2008	\$20.02	E	45500	321 COMMUNICATIONS - LIBRARY	COMMUNICATION
211 XCEL	11/3/2008	\$677.48	E	45500	380 ELECTRIC & GAS	ELECTRIC SERVI
211 XCEL	10/6/2008	\$1,051.45	E	45500	380 ELECTRIC & GAS	ELECTRIC SERVI
211 XCEL	11/3/2008	\$35.92	E	45500	381 ELECTRIC & GAS	FUEL FOR HEAT
211 XCEL	10/6/2008	\$29.38	E	45500	381 ELECTRIC & GAS	FUEL FOR HEAT
211 TOSHIBA BUSINESS SOLUTI	10/27/2008	\$24.23	E	45500	416 BAND - LIBRARY	REPAIR/MAINT O
211 TRU GREEN CHEMLAWN	10/27/2008	\$47.25	E	45500	420 LATE FALL - LIBRARY	R & M BLDGS, ST
211 COMMERCIAL STEAM TEAM	10/27/2008	\$1,488.50	E	45500	420 UPHOLSTERY CLEAN - LIBRAR	R & M BLDGS, ST
211 PLUNKETT'S PEST CONTRO	10/27/2008	\$99.30	E	45500	420 CRAWLING INSECTS & MICE - L	R & M BLDGS, ST
211 MINNESOTA ELEVATOR	10/27/2008	\$145.82	E	45500	420 OCTOBER SERVICE BILLING - L	R & M BLDGS, ST
211 ECOWATER	10/27/2008	\$8.25	E	45500	420 MONTHLY RENT ON COLD COO	R & M BLDGS, ST
211 LANDSCAPES BY MARK	10/27/2008	\$150.00	E	45500	420 BLOW OUT IRREGATION SYST	R & M BLDGS, ST
DEPT 45500 LIBRARY		\$27,654.11				
FUND 211 LIBRARY		\$27,654.11				
FUND 303 GO TIF BOND 1990 DEBT SERVICE						
DEPT 41903 DEBT SERVICE						
303 U S BANK TRUST N A	10/29/2008	\$80,000.00	E	41903	850 GO BOND PRINCIPAL 2001	DEBT SERVICE - I
303 U S BANK TRUST N A	10/29/2008	\$22,442.50	E	41903	860 GO BOND INTEREST 2001	DEBT SERVICE - I
DEPT 41903 DEBT SERVICE		\$102,442.50				
FUND 303 GO TIF BOND 1990 DEBT SERVICE		\$102,442.50				
FUND 601 WATER						
DEPT 46110 WATER-PUMPHOUSE						
601 XCEL	10/6/2008	\$2,036.67	E	46110	380 ELECTRIC & GAS	ELECTRIC SERVI
601 XCEL	11/3/2008	\$1,504.65	E	46110	380 ELECTRIC & GAS	ELECTRIC SERVI

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601 XCEL	11/3/2008	\$67 83	E	46110	381 ELECTRIC & GAS	FUEL FOR HEAT
601 XCEL	10/6/2008	\$52 93	E	46110	381 ELECTRIC & GAS	FUEL FOR HEAT
601 AUTOMATIC SYSTEMS CO	11/6/2008	\$279 90	E	46110	419 REPAIR	REPAIR & MAINT
601 LINNER ELECTRIC	11/6/2008	\$271 00	E	46110	419 PUMP HOUSE # 4	REPAIR & MAINT
601 LINNER ELECTRIC	10/27/2008	\$345 75	E	46110	419 WELL HOUSE OUTLET	REPAIR & MAINT
DEPT 46110 WATER-PUMPHOUSE		\$4,558 73				
<b>DEPT 46120 WATER</b>						
601	10/16/2008	\$3,044 71	E	46120	101 Labor Distribution	WAGES AND SAL
601	10/14/2008	\$3,056 63	E	46120	101 Labor Distribution	WAGES AND SAL
601	9/18/2008	\$3,046 63	E	46120	101 Labor Distribution	WAGES AND SAL
601	10/14/2008	\$198 68	E	46120	121 Labor Distribution	P E R A
601	9/18/2008	\$198 05	E	46120	121 Labor Distribution	P E R A
601	10/16/2008	\$197 92	E	46120	121 Labor Distribution	P E R A
601	10/16/2008	\$180 61	E	46120	122 Labor Distribution	CONT TO RET , S
601	9/18/2008	\$180 73	E	46120	122 Labor Distribution	CONT TO RET , S
601	10/14/2008	\$181 34	E	46120	122 Labor Distribution	CONT TO RET , S
601	10/16/2008	\$212 33	E	46120	126 Labor Distribution	H S A
601	9/18/2008	\$212 33	E	46120	126 Labor Distribution	H S A
601	10/14/2008	\$212 68	E	46120	126 Labor Distribution	H S A
601	9/18/2008	\$727 51	E	46120	131 Labor Distribution	CONT TO EMPLO
601	9/18/2008	\$42 27	E	46120	170 Labor Distribution	MEDICARE
601	10/16/2008	\$42 24	E	46120	170 Labor Distribution	MEDICARE
601	10/14/2008	\$42 41	E	46120	170 Labor Distribution	MEDICARE
601 U S BANK VISA	10/28/2008	\$6 40	E	46120	201 DELL SALES	OFFICE SUPPLIE
601 OFFICE OF SECRETARY OF	10/28/2008	\$2 00	E	46120	201 NOTARY COMMISSION APPLIC	OFFICE SUPPLIE
601 OFFICE SUPPLY CONNECTI	10/7/2008	\$5 71	E	46120	201 OFFICE SUPPLIES	OFFICE SUPPLIE
601 HOLIDAY FLEET	10/1/2008	\$158 88	E	46120	212 FUEL - VEHICLES	MOTOR FUELS &
601 HOLIDAY FLEET	10/7/2008	\$75 34	E	46120	212 FUEL	MOTOR FUELS &
601 HAWKINS WATER	10/27/2008	\$78 86	E	46120	216 CHEMICALS - WATER DEPT	CHEMICALS AND
601 HAWKINS WATER	11/6/2008	\$78 86	E	46120	216 CHEMICAL	CHEMICALS AND
601 HAWKINS WATER	11/6/2008	\$10 00	E	46120	216 SHEMICAL - WATER DEPT	CHEMICALS AND
601 U S BANK VISA	11/6/2008	\$13 90	E	46120	216 WRAP N SHIP	CHEMICALS AND
601 J H LARSON CO	10/27/2008	\$114 10	E	46120	220 RELACEMENT BATTERY - WAT	OPERATING SUP
601 T R F SUPPLY	11/6/2008	\$460 08	E	46120	220 OPERATING SUPPLIES	OPERATING SUP
601 S E H	10/28/2008	\$1,459 04	E	46120	301 BAYPORT WHPP PHASE II	PROF SER-ENGIN
601 MANAGEMENT SERVICES	10/14/2008	\$1,405 64	E	46120	302 CONSULTING SERVICE	CONTRACT SERV
601 MANAGEMENT SERVICES	10/1/2008	\$1,386 12	E	46120	302 CONSULTING	CONTRACT SERV
601 MANAGEMENT SERVICES	10/28/2008	\$1,268 98	E	46120	302 CONSULTING	CONTRACT SERV
601 ONE CALL CONCEPTS	11/6/2008	\$63 80	E	46120	307 TICKETS	GOPHER STATE
601 ONE CALL CONCEPTS	10/27/2008	\$89 65	E	46120	307 SEPT TICKETS	GOPHER STATE
601 USAMOBILITY	10/7/2008	\$3 77	E	46120	321 NUMERIC MESSAGING 10/1/08-	COMMUNICATION
601 POSTMASTER	9/30/2008	\$93 33	E	46120	322 UTILITY CARD POSTAGE	POSTAGE
601 NEOPOST	10/7/2008	\$5 45	E	46120	322 POSTAGE METER LEASE 10/31/	POSTAGE
601 XCEL	11/3/2008	\$1,021 48	E	46120	380 ELECTRIC & GAS	ELECTRIC SERVI
601 XCEL	10/6/2008	\$1,604.19	E	46120	380 ELECTRIC & GAS	ELECTRIC SERVI
601 XCEL	11/3/2008	\$144 66	E	46120	381 ELECTRIC & GAS	FUEL FOR HEAT
601 XCEL	10/6/2008	\$74 58	E	46120	381 ELECTRIC & GAS	FUEL FOR HEAT
601 COMCAST	10/28/2008	\$1 74	E	46120	416 INTERNET	REPAIR/MAINT O
601 HAWKINS WATER	10/27/2008	\$78 86	E	46120	416 CHEMICALS - WATER DEPT	REPAIR/MAINT O
601 TR COMPUTER SALES LLC	11/6/2008	\$11 75	E	46120	416 COMPUTER CONSULTANT	REPAIR/MAINT O
601 TR COMPUTER SALES LLC	10/28/2008	\$16 31	E	46120	416 COMPUTER CONSULTING	REPAIR/MAINT O
601 U S BANK VISA	9/30/2008	\$229 19	E	46120	419 STILLWATER AUTO	REPAIR & MAINT
601 U S BANK VISA	9/30/2008	\$20 00	E	46120	419 WEBER & THOSETH	REPAIR & MAINT
601 HD SUPPLY WATERWORKS	11/6/2008	\$263 41	E	46120	419 OPERATING SUPPLIES	REPAIR & MAINT
DEPT 46120 WATER		\$22,023 15				
FUND 601 WATER		\$26,581 88				
FUND 602 SEWER						

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<b>DEPT 46200 SEWER - OPERATING</b>						
602	10/14/2008	\$3,973 80	E	46200	101 Labor Distribution	WAGES AND SAL
602	10/16/2008	\$3,971 89	E	46200	101 Labor Distribution	WAGES AND SAL
602	9/18/2008	\$3,973 80	E	46200	101 Labor Distribution	WAGES AND SAL
602	9/18/2008	\$258 25	E	46200	121 Labor Distribution	P E R A
602	10/14/2008	\$258 27	E	46200	121 Labor Distribution	P E R A
602	10/16/2008	\$258 14	E	46200	121 Labor Distribution	P E R A
602	10/16/2008	\$235 73	E	46200	122 Labor Distribution	CONT TO RET , S
602	10/14/2008	\$235 86	E	46200	122 Labor Distribution	CONT TO RET , S
602	9/18/2008	\$235 85	E	46200	122 Labor Distribution	CONT TO RET S
602	10/16/2008	\$256 52	E	46200	126 Labor Distribution	H S A
602	9/18/2008	\$256 52	E	46200	126 Labor Distribution	H S A
602	10/14/2008	\$256 41	E	46200	126 Labor Distribution	H S A
602	9/18/2008	\$904 16	E	46200	131 Labor Distribution	CONT TO EMPLO
602	10/14/2008	\$55 14	E	46200	170 Labor Distribution	MEDICARE
602	9/18/2008	\$55 14	E	46200	170 Labor Distribution	MEDICARE
602	10/16/2008	\$55 12	E	46200	170 Labor Distribution	MEDICARE
602 OFFICE SUPPLY CONNECTI	10/7/2008	\$5 74	E	46200	201 OFFICE SUPPLIES	OFFICE SUPPLIE
602 U S BANK VISA	10/28/2008	\$6 43	E	46200	201 DELL SALES	OFFICE SUPPLIE
602 OFFICE OF SECRETARY OF	10/28/2008	\$2 00	E	46200	201 NOTARY COMMISSION APPLIC	OFFICE SUPPLIE
602 HOLIDAY FLEET	10/1/2008	\$419 91	E	46200	212 FUEL - VEHICLES	MOTOR FUELS &
602 HOLIDAY FLEET	10/7/2008	\$260 38	E	46200	212 FUEL	MOTOR FUELS &
602 MANAGEMENT SERVICES	10/1/2008	\$1,386 12	E	46200	302 CONSULTING	CONTRACT SERV
602 MANAGEMENT SERVICES	10/28/2008	\$1,268 98	E	46200	302 CONSULTING	CONTRACT SERV
602 MANAGEMENT SERVICES	10/14/2008	\$1,405 64	E	46200	302 CONSULTING SERVICE	CONTRACT SERV
602 NEOPOST	10/7/2008	\$5 49	E	46200	322 POSTAGE METER LEASE 10/31/	POSTAGE
602 POSTMASTER	9/30/2008	\$93 33	E	46200	322 UTILITY CARD POSTAGE	POSTAGE
602 U S BANK VISA	9/30/2008	\$75 38	E	46200	412 NORTHERN WHSL SPLY	REP & MAINT VE
602 U S BANK VISA	9/30/2008	\$8 42	E	46200	412 NORTHERN WHSL SPLY	REP & MAINT VE
602 TR COMPUTER SALES LLC	11/6/2008	\$11 75	E	46200	416 COMPUTER CONSULTANT	REPAIR/MAINT O
602 COMCAST	10/28/2008	\$1 79	E	46200	416 INTERNET	REPAIR/MAINT O
602 TR COMPUTER SALES LLC	10/28/2008	\$16 33	E	46200	416 COMPUTER CONSULTING	REPAIR/MAINT O
602 MENARDS-STILLWATER	11/6/2008	\$8 41	E	46200	419 LUMBER	REPAIR & MAINT
602 FLEXIBLE PIPE TOOL CO	11/6/2008	\$331 70	E	46200	419 LEADER HOSE	REPAIR & MAINT
DEPT 46200 SEWER - OPERATING		\$20,548 40				
<b>DEPT 46990 SEWER - NON-OPERATING</b>						
602 METROPOLITAN COUNCIL (S	10/7/2008	\$23,684 61	E	46990	434 ANNUAL FLOW CHARGE	STATE FEES FOR
DEPT 46990 SEWER - NON-OPERATING		\$23,684 61				
FUND 602 SEWER		\$44,233 01				
<b>FUND 803 P &amp; Z ESCROWS</b>						
<b>DEPT 80006 OSTERTAG VARIANCE</b>						
803 S E H	10/28/2008	\$81 99	E	80006	301 OSTERTAG GRADING REVIEW	PROF SER-ENGIN
DEPT 80006 OSTERTAG VARIANCE		\$81 99				
<b>DEPT 80012 FRIENDS OF ST. CROIX PREP.</b>						
803 ECKBERG, LAMMERS, BRIG	10/28/2008	\$130 00	E	80012	300 13467-16989 ST CROIX PREP	PROF SER-LEGAL
803 S E H	10/28/2008	\$4,082 73	E	80012	301 ST CROIX PREP CONST REVIE	PROF SER-ENGIN
DEPT 80012 FRIENDS OF ST CROIX PREP		\$4,212 73				
<b>DEPT 80017 AMERICAN LEGION POST 491</b>						
803 ECKBERG, LAMMERS, BRIG	10/28/2008	\$65 00	E	80017	300 16467-1659	PROF SER-LEGAL
DEPT 80017 AMERICAN LEGION POST 491		\$65 00				
<b>DEPT 80018 MSCWM PERRO CREEK OUTLET</b>						
803 ECKBERG, LAMMERS, BRIG	10/28/2008	\$97 50	E	80018	300 13467-17812 PERO CREEK PRO	PROF SER-LEGAL

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: OCTOBER

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
803 S E H	10/28/2008	\$12,765 57	E	80018	301 MSCWM PERRO CREEK OUTLE	PROF SER-ENGIN
DEPT 80018 MSCWM PERRO CREEK OUTLET		\$12,863 07				
<b>DEPT 80019 JG HAUSE CONSTRUCTION</b>						
803 ECKBERG, LAMMERS, BRIG	10/28/2008	\$78 00	E	80019	300 16467-1659	PROF SER-LEGAL
803 S E H	10/28/2008	\$81 99	E	80019	301 DANN'S SERVICE SITE PLAN R	PROF SER-ENGIN
803 STILLWATER GAZETTE	11/6/2008	\$30 43	E	80019	350 HAUSE ESCROW	PRINTING & PUBL
803 STILLWATER GAZETTE	11/6/2008	\$24 73	E	80019	350 HAUSE	PRINTING & PUBL
803 STILLWATER GAZETTE	10/28/2008	\$30 43	E	80019	350 JH HAUSE - PLANNING & ZONIN	PRINTING & PUBL
DEPT 80019 JG HAUSE CONSTRUCTION		\$245 58				
FUND 803 P & Z ESCROWS		\$17,468 37				
		\$870,796 63				

# City of Bayport

294 North 3rd Street  
Bayport, MN 55003  
Phone: 651-275-4404  
Fax: 651-275-4411

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## Building Permit Log

For: October, 2008

Printed: 10/30/2008

Page 1 of 2

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<b>Permit Number:</b> BP-17BAYTOWN	<b>Filing Date:</b> 10/2/2008
<b>Parcel Address:</b> 4312 PARIS AVENUE NORTH	STILLWATER, MN 55082
<b>Applicant:</b> MICHAEL & HILLARY GLASS	<b>Applicant Phone:</b> 651-247-8773
HUGO PLUMBING AND PUMP SERVICE Plumber	
<b>Construction Value:</b>	<b>Total Fees:</b> \$1,300.00

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<b>Permit Number:</b> BP2008-71	<b>Filing Date:</b> 10/2/2008
<b>Parcel Address:</b> 970 Pickett Street N.	Bayport, MN 55003
<b>Applicant:</b> STOCK ROOFING COMPANY	<b>Applicant Phone:</b> 763-780-3561
STOCK ROOFING COMPANY ROOFING	
<b>Construction Value:</b> \$754,468.00	<b>Total Fees:</b> \$6,291.92

---

<b>Permit Number:</b> BP2008-72	<b>Filing Date:</b> 10/17/2008
<b>Parcel Address:</b> 352 PRAIRIE WAY S.	BAYPORT, MN 55003
<b>Applicant:</b> MAIN STREET BUILDERS	<b>Applicant Phone:</b> 651-208-9775
MAIN STREET BUILDERS RESIDENTIAL BUILDER	
<b>Construction Value:</b> \$275,000.00	<b>Total Fees:</b> \$8,538.64

---

<b>Permit Number:</b> BP2008-73	<b>Filing Date:</b> 10/22/2008
<b>Parcel Address:</b> 509 3RD St. N.	BAYPORT, MN 55003
<b>Applicant:</b> GEORGE SIEGFRIED	<b>Applicant Phone:</b> 651-275-1112
GEORGE SIEGFRIED CONSTRUCTION General	
<b>Construction Value:</b> \$110,000.00	<b>Total Fees:</b> \$1,897.64

---

<b>Permit Number:</b> BP2008-74	<b>Filing Date:</b> 10/30/2008
<b>Parcel Address:</b> 263 3RD St. N.	BAYPORT, MN 55003
<b>Applicant:</b> TIM SCHROEDER	<b>Applicant Phone:</b> 651-436-3254
TIM SCHROEDER CONSTRUCTION General	
<b>Construction Value:</b> \$5,000.00	<b>Total Fees:</b> \$197.20

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## Building Permit Log

For: October, 2008

Printed:10/30/2008

Page2 of 2

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**Permit Number:** MC2008-21

**Parcel Address:** 306 5TH St. S.

**Applicant:**ANDERSON HEATING, INC.

ANDERSON HEATING, INC. MECHANICAL

**Construction Value:**\$5,000.00

**Filing Date:** 10/6/2008

BAYPORT, MN 55003

**Applicant Phone:** 715-549-6297

**Total Fees:** \$75.50

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**Permit Number:** PL2008-22

**Parcel Address:** 352 PRAIRIE WAY S.

**Applicant:**C & N PLUMBING INC.

C & N PLUMBING INC. Plumber

**Construction Value:**\$13,000.00

**Filing Date:** 10/28/2008

BAYPORT, MN 55003

**Applicant Phone:** 952-808-2635

**Total Fees:** \$75.50

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**City of Bayport**  
 294 North Third Street  
 Bayport, Minnesota 55003  
 Phone 651-275-4404  
 Fax 651-275-4411  
 http://bayport.govoffice.com

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

**Licensing Requirements**

A special event application form is required for individuals or organizations who wish to hold a public or private event in the city and require the use of city property and/or special city services. For most special events, City Council approval is required. Therefore, it is important to plan ahead and submit the application form to City Hall at least two weeks prior to a regularly scheduled City Council meeting, which is usually held the first Monday of the month. For example, if the proposed event is to be held on April 15, 2006, the special event application form and fee must be submitted by March 20, 2006 in order to be considered at the April 3, 2006 City Council meeting.

Following the City Council meeting, city staff will inform the applicant whether or not the event was approved. City staff will also work with the applicant to coordinate special requests for city services associated with the event.

<b>Property Information</b>	
Address: Village Green	
City: Bayport	State: Minnesota Zip Code: 55003
Owner Name: City of Bayport	
Home Phone Number:	Work/Cell Phone Number:
Owner Address:	
City/State/Zip:	

<b>Applicant Information</b>	
Applicant Name: Bayport Community Action League (Sue Davis)	
Home Phone Number:	Work/Cell Phone Number:
POB 133 - Bayport, MN	
Address: Sue - 651-351-1873	
City/State/Zip: cell# 612-877-0637	

BOAL needs to reserve the Green for the "lighting of the Green". We need lights put on trees. We need power turned on. We need a bonfire built & lit by 6:15p. Please waive all fees, too. Thank you Susan M. Davis

Start Date:	End Date:
December 4 <sup>th</sup> , 2008	
Days of Operation (check all that apply)	
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	
Hours of Operation: 5:30p - 7:30p.	
Weekdays:	
Weekends:	

**Requested City Assistance and/or Services**

- lights on trees
- bonfire lit by 61 Sp.
- Santa w/ fire Department
- power on at park
- waive fees.

**Application Process and Fees**

The processing fee for the application is \$50.00 and must be submitted with the application form to City Hall. Any additional fees and expenses associated with this request are the responsibility of the applicant/property owner, and will be billed to the applicant/property owner by the city.

**Attachments to be submitted with application**

- A diagram of the proposed premises
- If the request involves the sale of produce, uncooked meat, or dairy, etc., the applicant must provide a copy of all license applications required by the Department of Agriculture for City Council approval. For license information, please contact JoNeil O'Neil at 651-779-5015.
- If the request involves cooked/prepared food or beverages, the applicant must provide a copy of all license applications required by Washington County Public Health and Environment for City Council approval. For license information, please contact 651-430-6655.

The undersigned understand that this application will be processed in accordance with established city review procedures at such time as it is deemed complete. Failure by the applicant to supply accurate and necessary information as requested by the city may be cause for denying this application.

The undersigned hereby apply for the request as stated in this application form and in understanding the conditions of this application as described above, declare that the information and materials submitted in support of this application are complete to the best of their knowledge.

Applicant:   
351-1873

Date: 10-15-08

Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use - Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use - Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee	\$50.00			
Escrow or cost incurred				



# Youth Service Bureau

*Improving young lives*

September 12, 2008

www.ysb.net

The Honorable Jonathan Nowaczek, Mayor  
City of Bayport  
294 N 3<sup>rd</sup> Street  
Bayport, MN 55003

**STILLWATER**

Historic Court House  
101 W Pine Street  
Stillwater, MN 55082  
Phone 651-439-8800  
Fax 651-439-1040

Dear Mayor Nowaczek and Council.

On September 25<sup>th</sup> the Youth Service Bureau (YSB) is celebrating 30 years of serving youth in the Saint Croix Valley. Throughout most this time the City of Bayport has supported our efforts to pursue our mission of providing early intervention alternatives for at-risk youth. We are asking that you continue this partnership in 2009 by contributing \$1,300 to assist us in improving the lives of young people.

**WOODBURY**

1976 Wooddale Drive  
Suite 4  
Woodbury, MN 55125  
Phone 651-735-9534  
Fax 651-735-8986

We are also asking that you consider this letter a request for payment of your 2008 contribution of \$1,250.

**COTTAGE GROVE**

7064 W Point Douglas Rd  
Suite 201  
Cottage Grove, MN 55016  
Phone 651-458-5224  
Fax 651-458-5310

Last year over 2,000 youth and their parents participated in YSB programs. Of this group, 85% did not get re-involved in the juvenile justice system six months after completing a program. Moreover, a recent study conducted by the Wilder Research Group dramatically points out that for targeted programs like the YSB's, over \$8 is returned for every dollar invested. These services are not only cost effective, they are more important today than ever before and underscore the problems and expense associated with treating juveniles after they have entered the juvenile justice system. Although we are continually improving our services, our core programs will remain community diversion services intended to give law enforcement quick access to programs for minor juvenile offenders who would otherwise be petitioned to court. Community based and immediately available, they provide a response that is swift and effective. We will continue to provide specialized mental health services that help young people and their families realize their strengths, find worthwhile ways to resolve problems and go forward.

**RIVER FALLS**

215 North 2nd Street  
Suite 10B  
River Falls, WI 54022  
Phone 715-425-1100  
Fax 715-425-1112

On behalf of our Board of Directors, thank you for your consideration and support in finding local solutions that are affordable, accessible and effective. I would be happy to meet with the council to discuss our request in more detail.

Sincerely,

Paul Weiler  
Executive Director

C: Mike McGuire, City Administrator

P.S. Please join us September 25<sup>th</sup> from 3:30-5:30 at the Historic Courthouse in Stillwater as we celebrate 30 years of serving the Saint Croix Valley.





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

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DATE. November 3, 2008  
TO: Mayor and City Council  
FROM: Mike McGuire, City Administrator   
RE. Annual step increase for Finance Officer

***BACKGROUND***

Employees are eligible to earn step increases, based on performance, according to years employed with the city. As of November 13, 2008, Wanda Madsen will be employed as the city's Finance Officer for 1 year and will be eligible for an annual step increase. I met with Wanda to discuss her performance and I am recommending a step increase.

***RECOMMENDATION***

Staff recommends the City Council adopt a motion approving an annual step increase for Wanda Madsen, Finance Officer, from step 1 to step 2 in grade 8, to reflect a salary of \$49,638 00, effective November 13, 2008



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

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DATE: November 5, 2008  
TO: Mayor and City Council  
FROM: Mike McGuire, City Administrator  
Sara Taylor, Assistant City Administrator  
RE: Canvassing the tabulation of votes and declaring the results from the 2008 General Election

***BACKGROUND***

The City Council is required to canvass the tabulation of votes and declare the results from the November 4, 2008 General Election for the City of Bayport. The tabulation as it relates to the Mayor and two Councilmembers, which were voted on by residents of Bayport, are as follows:

**(1) Mayor (2 year term)**

Jonathan (Jon) Nowaczek	740 votes
David A Ness, Jr.	259 votes

**(2) Councilmembers (4 year term)**

Connie Carlson	808 votes
Judy Seeberger	567 votes

***RECOMMENDATION***

Based on the tabulation of votes, staff recommends the City Council adopt a motion to canvass and declare the winners of the following offices:

**Jonathan Nowaczek, Mayor** – Term to commence January 1, 2009 and expire December 31, 2010

**Connie Carlson, Councilmember (4 year term)** – Term to commence January 1, 2009 and expire December 31, 2012

**Judy Seeberger, Councilmember (4 year term)** – Term to commence January 1, 2009 and expire December 31, 2012



1380 WEST FRONTAGE ROAD, HIGHWAY 36  
STILLWATER, MINNESOTA 55082

Phone 651 275 1136 x22 fax 651 275 1254 www.mscwmo.org



October 6th, 2008

Mr. Mike McGuire  
City of Bayport  
294 N. Third St.  
Bayport, MN 55003

RE: Proposed Amendment to the MSCWMO Watershed Management Plan

Dear Mr. McGuire,

As the MSCWMO Member Communities work to actively implement our 2006 Watershed Management Plan, challenges relating to the full execution of the policies and performance standards listed under Section 5.1.4 have been identified. Currently, *on-site* infiltration is required to treat stormwater runoff generated by new and redevelopment, however several of our member communities have indicated that on-site infiltration is not always feasible due to certain site constraints.

In response to these challenges the MSCWMO board has adopted the enclosed resolution, which allows for the accumulation and use of stormwater credits in our member communities. The MSCWMO board requests that each of our member communities consider adopting the enclosed resolution. Adoption of the resolution by each of our member communities, as well as review and approval by the Board of Water and Soil Resources and other state agencies will allow the minor amendment to be included as part of our Watershed Management Plan.

Following approval, please return a signed copy of the resolution to Amy Carolan, MSCWMO administrator. Please do not hesitate to contact me with any questions, 651.272.1136 ext. 22 or [Acarolan@mnwcd.org](mailto:Acarolan@mnwcd.org). Thank you for your consideration.

Sincerely,

Amy L. Carolan  
MSCWMO Administrator

CC. Mr. Jonathan Nowaczek,

**MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION  
RESOLUTION ALLOWING THE ACCUMULATION AND USE OF STORMWATER CREDITS  
IN MEMBER COMMUNITIES**

WHEREAS Section 5.1.4 of the Middle St. Croix Watershed Management Plan states that runoff must be managed through on-site infiltration; and

WHEREAS member communities have stated that on-site infiltration is not always feasible due to site limitations;

WHEREAS to assist member communities in implementing the Policies and Performance Standards of this Watershed Management Organization;

WHEREAS the Board proposed the following addition to the Watershed Management Plan as a minor amendment on August 14th, 2008:

When specific site conditions make the installation of infiltration features unfeasible, stormwater management requirements set forth by the MSCWMO may be met using accumulated stormwater credits. Criteria for an unfeasible site will be any project site where infiltration BMPs cannot be built due to the presence of:

- Low soil permeability
- Bedrock within three feet of the bottom of the infiltration feature
- Wells
- Utility locations
- Karst areas
- Contaminated soils
- The high potential for groundwater contamination due to infiltration
- The cost to build the infiltration feature exceeds the cap set annually by the MSCWMO board
- Other hardships determined by the MSCWMO board

Applicants may accumulate stormwater credits through the creation of excess infiltration area on project sites where favorable conditions exist and space allows – for their own future use. The amount of excess infiltration area built will be calculated one year after the features area constructed. Once official measurements of excess infiltration have been documented, the applicant may use the accumulated stormwater credits at a ratio of 1:1. The MSCWMO will document the accumulation and use of stormwater credits.

Projects requiring the use of stormwater credits must obtain these credits from a site nearest to the project location using the following sequencing:

- Within the same drainage area
- Within the same sub-watershed
- Within the same city or township

Stormwater credits may only be used on sites where infiltration BMPs are not feasible (see criteria above), regardless of the amount of credits an applicant holds.

A maintenance agreement must be submitted when implementing the stormwater credit policy that ensures the existing stormwater feature will be maintained and continue to function properly.

THEREFORE BE IT RESOLVED that the above resolution was passed and adopted by the City of Bayport on \_\_\_\_\_, 2008.

AYES:

NOES:

SIGNED:

WITNESSED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Title and Date)

\_\_\_\_\_  
(Title and Date)



**City of Bayport**  
 294 North Third Street  
 Bayport, Minnesota 55003  
 Phone 651-275-4404  
 Fax 651-275-4411  
<http://bayport.govoffice.com>

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

**Licensing Requirements**

A special event application form is required for individuals or organizations who wish to hold a public or private event in the city and require the use of city property and/or special city services. For most special events, City Council approval is required. Therefore, it is important to plan ahead and submit the application form to City Hall at least two weeks prior to a regularly scheduled City Council meeting, which is usually held the first Monday of the month. For example, if the proposed event is to be held on April 15, 2006, the special event application form and fee must be submitted by March 20, 2006 in order to be considered at the April 3, 2006 City Council meeting.

Following the City Council meeting, city staff will inform the applicant whether or not the event was approved. City staff will also work with the applicant to coordinate special requests for city services associated with the event.

<b>Property Information</b>	
Address: Bayport Village Green	
City: Bayport	State: Minnesota Zip Code: 55003
Owner Name: <del>Bayport Village Green</del> City of Bayport	
Home Phone Number:	Work/Cell Phone Number:
Owner Address:	
City/State/Zip:	

<b>Applicant Information</b>	
Applicant Name: Rose Delorme - Committee chair of Pack 113	
Home Phone Number: 651-351-0611	Work/Cell Phone Number: 651-254-9529
Address: 868 6th St. N.	
City/State/Zip: Bayport mn 55003	

Pack 113 wreath sales from 8am to noon	
----------------------------------------------	--

<b>Event Dates</b>	Start Date: Nov. 15, 2008	End Date: Nov. 15, 2008
--------------------	---------------------------	-------------------------

Days of Operation (check all that apply)

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Hours of Operation:

Weekdays:

Weekends:

**Requested City Assistance and/or Services**

Please wave fee for were a nonprofit organization, Park 113 of Bayport.

**Application Process and Fees**

The processing fee for the application is \$50.00 and must be submitted with the application form to City Hall. Any additional fees and expenses associated with this request are the responsibility of the applicant/property owner, and will be billed to the applicant/property owner by the city.

**Attachments to be submitted with application**

- A diagram of the proposed premises
- If the request involves the sale of produce, uncooked meat, or dairy, etc., the applicant must provide a copy of all license applications required by the Department of Agriculture for City Council approval. For license information, please contact JoNell O'Neil at 651-779-5015.
- If the request involves cooked/prepared food or beverages, the applicant must provide a copy of all license applications required by Washington County Public Health and Environment for City Council approval. For license information, please contact 651-430-6655.

The undersigned understand that this application will be processed in accordance with established city review procedures at such time as it is deemed complete. Failure by the applicant to supply accurate and necessary information as requested by the city may be cause for denying this application.

The undersigned hereby apply for the request as stated in this application form and in understanding the conditions of this application as described above, declare that the information and materials submitted in support of this application are complete to the best of their knowledge.

Applicant: Rose DeLorme

Date: 10-29-2008

Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use - Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use - Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee	\$50.00			
Escrow or cost incurred				



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

**PARK DONATION PROGRAM INFORMATION FORM**

**Donor Information:** *(please print)*

Donor name: Dave Goulette & family Date: 10/30/08

Address: 296 5<sup>th</sup> Ave No. In memory of Carolyn

Home Phone: 439-3366

Alternate Phone: 341-6481

**I wish to donate the following for a city park:** *(please check one)*

\$200.00 for a tree plus \$500 cash received 10/30/08

\$1,000.00 for a bench with a plaque

\$500.00 for a waste receptacle

A general donation amount of \$ \_\_\_\_\_

**I wish the text on the bench plaque to read as follows:** *(please refer to the attached handout for text samples and print text below)*

**Donor Acknowledgement**

I understand that as the designated donor, I agree that the information stated above is correct. I also understand that the city has been given only an approximate size for the dedication plaque. Hence, if I have selected to donate funds for a bench, the city has my permission to format and size the text above accordingly, in order to fit the text on the plaque. Should it be necessary to change any of the text content for any reason, I am aware that I will be contacted by the city.

Dave Goulette  
 Donor Signature

10/30/08  
 Date

Please return the completed form to City Hall, 294 N 3<sup>rd</sup> St., Bayport, MN 55003. Thank you!

with tax	\$350.00 TOTAL	\$200.00
tax covered		donor amount received
money without	\$50.00	21578



## MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Barry Peters

DATE: November 3, 2008

RE: 2008 Alley Paving Improvement Project  
Public Hearing and Assessment Hearing  
SEH No. A-BAYPO0801.00 14.00

At the October Council Meeting, the City set a date for the Public Improvement Hearing and Assessment Hearing for the 2008 Alley Paving Improvement Project. The hearings were set for the November 10, 2008 Council Meeting. When the Preliminary Report was presented to the Council at the October meeting, two methods of assessing were presented. What I understood the Assessment Policy method for Streets and Sidewalks to be was that the assessments are based on a **per unit basis** (1 unit equals 7,000 square feet), and on a **per parcel basis** where everyone paid the same amount. The Council discussed a Front Foot assessment method similar to what was adopted for the South Minnesota Street project in 2006. Several Council members thought that the policy had been changed from the unit basis to the front foot basis for street improvements. I was directed to include a front foot basis in the mock assessment roll and staff was directed to investigate the revisions to the Assessment Policy. Attached is a spreadsheet with the three methods shown for this project. The front foot basis for the most part is within dollars of the per unit basis. The three options will be presented at the Assessment Hearing.

When the South Minnesota Street project was presented in late 2005, there were discussions on the methods of assessing various types of construction. From Council minutes, the Council discussed policy revisions at the February 2006 and March 2006 meetings and at the March meeting adopted a revised Assessment Policy that contained four changes. The minutes do not include what the changes were, but I one issue I believe was revised was wording that gave the Council the ability by resolution to establish new assessment policies to cover unique or unusual circumstances. The method for assessing streets was still shown as being on a per unit basis. The Assessment Hearing for the South Minnesota Street Project was held at the June 2006 meeting and the Council adopted an assessment roll that utilized a front basis for the street improvements. At the June 2006 meeting, the Council also adopted a revised Assessment Policy that still shows the method of assessing street improvements as being on a per unit basis. Attached is a summary of the minutes related to Council actions taken related to the South Minnesota Street Project and assessment revisions as well as a copy of the adopted June 6, 2006 Assessment Policy.

Following the presentation of the Preliminary Report and the three Mock Assessment Rolls at the Public Hearing, the Council will need to determine the method of assessment to be used. The Assessment Hearing can then be held. If the Council decides to proceed with the 2008 Alley Paving Improvements, Staff would recommend that the Council order the improvement project and adopt the preferred Assessment Roll. Additional actions will be taken under separate Council action.

bcp

Attachment

c: Mike McGuire, City Administrator  
Sara Taylor, Assistant City Administrator

\\sehbaypo080100\2008\alley paving 2008\2008-11-03 assessment hearing memo.doc



# Assessment Roll ACT Asphalt Specialties

Butler Seacrest Bronson ETAL Addition						
FIN NO.	NAME	PROPERTY ADDRESS	LOT	BLOCK	Units	Alley Assessment \$
1	1002920120003	Judith Land	713 5th Avenue North	1	1.00	1,174.00
2	1002920120004	Tom Warner	566 8th Street North	3	1.00	1,174.00
3	1002920120005	Stephen McNair	550 8th Street North	4 & 5	1.00	1,174.00
4	1002920120008	Scott Zeuhl	551 9th Street North	pt 7, 8 & all 9	1.00	1,174.00
5	1002920120009	Craig Frische	569 9th Street North	10 & S 1/2 11	1.00	1,174.00
6	1002920120010	Fred Gramenz	585 9th Street North	N 1/2 11 and 12	1.00	1,174.00
					City Cost	\$7,044.00

Estimated Construction Cost \$11,740.00  
 Est Associated Costs (20%) 2,348.00  
 Estimated Project Cost \$14,088.00

Assessable Project Cost (50%) \$7,044.00

Assessable Units 6.00

Assessment Rate per Unit \$1,174.00

# Assessment Roll ACT Asphalt Specialties

Butler Secret Bronson ETAL						
PIN NO.	NAME	PROPERTY ADDRESS	LOT	BLOCK	Frontage (Ft)	Alley Assessment
1	1002920120003	Judith Lind	1 & 2	1	100	\$14,09
2	1002920120004	Tom Warner	3	1	50	\$1,409 00
3	1002920120005	Stephen McNair	4 & 5	1	100	\$704 50
4	1002920120008	Scott Zeuli	pt 7, 8 & all 9	1	100	\$1,409 00
5	1002920120009	Craig Fritsche	10 & S 1/2 11	1	75	\$1,056 75
6	1002920120010	Fred Gramenz	N 1/2 11 and 12	1	75	\$1,056 75
					500	\$7,045 00
					<b>City Cost</b>	<b>\$7,043.00</b>

Estimated Construction Cost      \$11,740.00  
 Est Associated Costs (20%)      2,348.00  
 Estimated Project Cost      \$14,088.00

Assessable Project Cost (50%)      \$7,044.00

Assessable Units      500

Assessment Rate per Unit      \$14.09

## City Council Excerpts R/T Assessment Policy

### January 17, 2006 Meeting

Consider designating an engineering firm and authorize plans and specifications for the extension of water and sewer to a south portion of Bayport: The background of extending sewer and water to a south portion of Bayport was reviewed and discussion followed on proceeding with the project, as well as the need for a policy statement regarding the city's modified assessment policy. City staff recommended SEH be selected to prepare the plans and specifications for the project.

It was moved by Councilmember Nowaczek and seconded by Councilmember Carlson to designate SEH as the engineering firm for the South Minnesota Street Utility Project and to authorize plans and specifications for the project. Motion carried.

Consider appraisal quotes for the extension of water and sewer to a south portion of Bayport: Administrator McGuire recommended action on this item be postponed until the engineering estimates for the project are received.

It was moved by Councilmember Johnson and seconded by Mayor Schneider to continue consideration of appraisal quotes for South Minnesota properties until construction bids are received. Motion carried.

### February 6, 2006 Meeting:

Consider amending the city's existing special assessment policy: Administrator McGuire reviewed proposed revisions to the city's special assessment policy, noting changes would give the City Council discretionary approval for specific projects. Discussion followed on determining the method of assessment – a proportional approach versus equal shares – and how commercial buildings are assessed. Staff will revise policy based on recommendations and bring back for discussion at the next meeting.

### March 6, 2006 Meeting Minutes:

Consider amending the city's special assessment policy: Administrator McGuire reviewed the changes to four parts of the special assessment policy and recommended approval of the resolution.

Councilmember Nowaczek introduced the following resolution and moved its adoption:

#### **Resolution 06-09**

#### **RESOLUTION AMENDING SPECIAL ASSESSMENT POLICIES**

### June 12, 2006 Meeting Minutes

Consider resolution adopting the assessment roll for the South Minnesota Street Utility Improvement Project and amending Special Assessment Policy:

Councilmember Nowaczek introduced the following resolution and moved its adoption:

#### **Resolution 06-15**

#### **A RESOLUTION ADOPTING THE ASSESSMENT ROLL FOR THE SOUTH MINNESOTA STREET UTILITY IMPROVEMENT PROJECT**

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

Rick Schneider – aye

Connie Carlson – aye

Dan Johnson – aye

Jon Nowaczek – aye

Sharon Ridgway – aye

Discussion followed on amending the Special Assessment Policy, which includes a provision for a senior citizen hardship deferment (paragraph 9). The current policy states the age limit of 65 years or older, but does not define income parameters. Options for replacing the household income dollar figure were discussed, including the staff recommendation that the total amount of the assessment must exceed \$200.00, and the average annual payment for all assessments must exceed one percent (1%) of the adjusted gross annual income of the applicant. It was determined that the percent of the adjusted gross annual income should be increased to ten percent (10%). Administrator McGuire indicated the city would look at a longer assessment payback period for senior deferments.

Councilmember Nowaczek introduced the following resolution and moved its adoption:

**Resolution 06-09 Revised**

**RESOLUTION AMENDING SPECIAL ASSESSMENT POLICIES**

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

Rick Schneider – aye

Connie Carlson – nay

Dan Johnson – nay

Jon Nowaczek – aye

Sharon Ridgway – aye

**RESOLUTION NO. 06-09 Revised**  
**(Originally adopted 3/6/06)**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE  
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA  
HELD JUNE 12, 2006**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 12<sup>th</sup> day of June, 2006, at 6:00 p.m.

The following members were present: Mayor Schneider, Councilmembers Carlson, Johnson, Nowaczek, and Ridgway

The following members were absent: None

Councilmember Nowaczek introduced the following resolution and moved its adoption:

**RESOLUTION AMENDING SPECIAL ASSESSMENT POLICIES**

WHEREAS, the City Council deems it advisable and in the best interest of the City of Bayport to adopt policies related to special assessments;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of Bayport, that the following assessment policies will be followed for all public improvements in the City of Bayport:

1. ASSESSMENTS

The total of assessments cannot exceed the project costs and must be apportioned equally within properties having the same general land use, based on benefit. The total assessment against any particular parcel shall not exceed the benefit to that parcel. Project costs may include part or all of the costs of previously installed projects, which were not previously assessed.

2. ASSESSMENT PERIODS

Improvements installed as part of any new residential subdivision and petitioned for by the developer shall be assessed for a period of five (5) years. New commercial and industrial subdivisions petitioned for by the developer shall be assessed for a period of ten (10) years. Any assessments for improvements not included as part of a development shall be assessed for a period of ten (10) years. A senior citizen hardship deferral is permitted (see below). No deferral is permitted for vacant land.

3. INTEREST RATE

The rate of interest on assessments for which bonds were issued to finance the project shall be two (2) percent greater than the rate of interest on the bonds. In the event that no bonds were issued to finance the project, the rate of interest shall be two (2) percent greater than the average rate of interest on all bonds issued in the prior calendar year, or if no bonds were issued in the prior calendar year, two (2) percent greater than the current bond market rate for the City of Bayport.

4. METHOD OF ASSESSMENT

- A. For street improvements, sidewalks, curb and gutter improvements, and related improvement projects built on or above the surface of the land, all assessable parcels shall be assessed on a unit basis. One unit is defined as 7,000 square feet. For calculation of the number of units in a non-industrial improved parcel, divide the total square footage of the improved parcel by 7,000. This will establish the number of assessable units per parcel. For industrial parcels, the number of units shall be multiplied by a factor of 1.5 prior to the calculation of the assessable costs assessed against said industrial parcel. The term "industrial" shall include any use, all or a part of which consists of manufacturing. Industrial shall also include the State Prison.
- B. For sanitary sewer mains, watermains, sanitary sewer and watermain trunks, storm sewer, and related improvement projects built under the surface of the land, parcels shall be assessed on a buildable parcel basis, as opposed to the per unit basis defined in 4.A.
- C. The special assessment method described in this policy statement cannot be considered as all-inclusive. Unique or unusual circumstances may at time justify special considerations. In such situations, the City Council may, from time to time, establish by resolution, new assessment policies to cover situations that may not have been contemplated in this policy.

5. AMOUNTS ASSESSED

A. Street Improvements

- (1) For improvements to existing public streets, roadways or alleys, fifty (50) percent of the project costs shall be assessed against the owners of parcels adjacent to the improved street, roadway, or alley.
- (2) For new developments, one hundred (100) percent of the project costs shall be assessed to all parcels within the development.

B. Sanitary Sewer Mains, Watermains

- (1) For improvements to existing sanitary sewer and watermain laterals, fifty (50) percent of the project costs shall be assessed against the owners of parcels adjacent to the improved street, roadway, or alley.
- (2) For new developments, and areas not previously served, one hundred (100) percent of the project costs for sanitary sewer and water utilities shall be assessed to all parcels within the development. However, this policy may be modified when the assessable costs far exceed normal and accepted cost, based on prior city history, as well as the metropolitan-wide average.
- (3) Sewer and water services shall be assessed on a per service basis at one hundred (100) percent of the city's expenses for such services.

C. Sanitary Sewer and Watermain Trunks

The assessment for trunk uses is based on area. The full cost of the trunk system shall be assessed equally over the benefited area, at a determined rate per unit.

D. Storm Sewer

- (1) The assessment for storm sewer is based on area with fifty (50) percent of storm sewers assessed directly to the properties in the area. Any area which contributes water to the system, whether overground or by piping, is assessed the current rate per unit.
- (2) For new developments, one hundred (100) percent of the storm sewer costs shall be assessed to all parcels within the development.

E. Sidewalks

- (1) For improvements to existing sidewalks, fifty (50) percent of the project costs shall be assessed against the parcel through which the sidewalk runs.
- (2) For newly constructed sidewalks in existing residential developments, fifty (50) percent of the project costs shall be assessed against the parcels through which the sidewalk runs.
- (3) For new developments, one hundred (100) percent of the project costs shall be assessed against all parcels within the development.

F. Curb and Gutter Improvements

- (1) For improvements to curbs and gutters on existing roadways, fifty (50) percent of the project costs shall be assessed against the adjacent parcels.
- (2) For new developments, one hundred (100) percent of the project costs shall be assessed against the adjacent parcels within the development.

6. For purposes of this assessment policy, any improvements to “new developments” shall include any public improvements done at the request of an individual property owner solely to benefit said owner’s property. All new developments shall also require development agreements between the City of Bayport and the developer.

7. ASSESSABLE COSTS

The amounts included in the costs assessable under this policy shall include the following:

A. Contract Costs

To include amounts paid to contractors for constructing the improvements, and engineering, legal, right of way, and condemnation costs.

B. Construction Interest

The costs of financing during the period between the date when the first payment is made to the contractor exceeding any amount placed in escrow pursuant to the development agreement, and the date that the assessment rule is approved by the City Council. The interest rate paid shall be the same as the expected assessment rate.

C. Expenses

Costs incurred by the City in addition to the contract costs, including advertising, finance charges, administration, and the assessment process.

D. Project Cost (total cost of the improvement)

Total of contract costs, interest, and expenses for work previously done but not assessed.

8. CALCULATION OF PAYMENT

The assessment amount shall be amortized over the term of the assessment, at the applicable interest rate, with equal installment payments throughout the term.

9. SENIOR CITIZEN HARDSHIP DEFERMENT

Any homestead property at least one of the owners and occupiers of which is sixty-five (65) years of age or older, and for whom the average annual payment for all assessments to the homestead would exceed ten (10) percent of the adjusted gross annual income of the household per year, shall qualify for deferment of special assessments.

Interest at the rate determined in the assessment policy shall be added to the assessment each year for which a deferment is sought. The total assessment, and all interest accruing thereon, shall be payable at the time that the property changes ownership. This deferment policy shall be changed from time to time to conform with any changes which take place in the Minnesota statute which allows said deferments. Application for said deferment shall be made annually, by completing a form provided by the City of Bayport.

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

Rick Schneider – aye  
Dan Johnson – nay  
Sharon Ridgway – aye

Connie Carlson – nay  
Jon Nowaczek – aye

Thereupon said resolution was declared duly passed and adopted by the City Council, City of Bayport, Washington County, Minnesota on this 12<sup>th</sup> day of June, 2006.

ATTEST:

\_\_\_\_\_  
Mike McGuire  
City Administrator

\_\_\_\_\_  
Rick Schneider  
Mayor

**RESOLUTION NO. 08-**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, HELD NOVEMBER 10, 2008**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 10<sup>th</sup> day of November, 2008, at 6:00 p.m.

The following members were present:

The following members were absent:

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

**A RESOLUTION ADOPTING THE ASSESSMENT ROLL FOR THE 2008 ALLEY IMPROVEMENT PROJECT**

WHEREAS, pursuant to notice duly given as required by law, the City Council has met, heard and passed upon all objections to the proposed assessment for the 2008 Alley Improvement Project, and has amended such proposed assessment as it deems just;

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein is hereby found to be benefited by the proposed improvement
2. Such assessments shall be as follows:
  - a. The assessments shall be payable in equal annual installments including principal and interest extending over a period of 10 years, with interest at the rate of 6.5 percent (6.5%) per annum, in the amount annually required to pay the principal over such period at such rate, the first of said installments to be payable with general taxes for the year 2008, collectible with such taxes during the year 2009. Interest shall accrue from and after December 10, 2008.
  - b. The owner of the property so assessed may at any time prior to the certification of the assessment to the County Auditor, pay to the City Treasurer, and thereafter at any time prior to November 30 of any year pay to the County Auditor, the whole of the principal amount of the assessment on such property provided that no such prepayment shall be accepted without payment of all installments due to and including December 31 of the year of prepayment, and the original principal amount reduced only by the amounts of principal included in such installments computed on an annual amortization basis.
3. The City Clerk shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

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:

Jon Nowaczek –  
Dan Johnson –  
Sharon Ridgway –

Connie Carlson –  
Torry Kraftson –

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 10<sup>th</sup> day of November 2008.

ATTEST:

\_\_\_\_\_  
Mike McGuire, City Administrator

\_\_\_\_\_  
Jon Nowaczek, Mayor



# MEMORANDUM

TO: Honorable Mayor and City Council  
FROM: Barry Peters  
DATE: November 3, 2008  
RE: 2008 Alley Paving Improvement Project  
Contract Award  
SEH No. A-BAYPO0801.00 14.00

At the October Council Meeting, the City authorized Public Works to obtain quotes for the 2008 Alley Paving Improvement Project. Two quotes were received for the work which includes excavation and shaping the subgrade for support and drainage, placement of 6 inches of recycled concrete base (aggregate base) and 2-2 inch lifts of bituminous pavement. A summary of the quotes is as follows:

Name	Quote
ACT-Asphalt Specialties	\$11,740.00
Brochman Blacktopping	\$15,550.00

The low quote received is from ACT-Asphalt Specialties from Shoreview, Minnesota. This contractor has done alley projects and patching in Bayport in recent years and Public Works has been satisfied with the work quality. Therefore, Staff recommends that the 2008 Alley Paving Improvement Project be awarded to ACT-Asphalt Specialties in the amount of \$11,740. It is anticipated that weather permitting, the project will be completed this fall.

bcp

Attachment

c: Mike McGuire, City Administrator  
Sara Taylor, Assistant City Administrator  
Milan Horak, Public Works Director

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**SEH MEMORANDUM**

TO: Honorable Mayor and City Council

FROM: Barry Peters

DATE: November 4, 2008

RE: TH 95 Pedestrian Crossing  
SEH No. A-BAYPO0801.00 14.00

We presented the TH 95 Pedestrian Crossing preliminary report to the Council at the October 2008 meeting. Discussion followed about funding including possible grants like the Safe Routes To School (SRTS) grant program. We were asked to talk to MnDOT about the SRTS grant program and whether the application can be broad based to include several options (bridge, underpass, signals) and to determine a cost to assist the City with the application. We were also asked to talk to MnDOT about the promised traffic study related to the proposed St. Croix River Bridge improvements. The traffic study or information provided could be used in the preparation of a Signal Justification Report. This report required to show that warrants are met to justify the installation of a full traffic activated signal.

I could not attend the workshop that MnDOT held for the SRTS grant application, but SEH had a representative there. I talked with him and the grant personal at MnDOT and was told that the application needs to be specific on the proposed improvements but that all three alternates appear to be eligible. For a single project, the application ranges for infrastructure improvements (would include all alternates considered) is \$25,000 to \$175,000. The deadline for the application is November 21, 2008 at 4:30 pm and the recipients will be notified in early March of 2009. I estimate that the SEH cost to assist the City putting the application together is \$2,000. Although the application is not extremely technical, there is a lot of information required. If the Council decides to proceed with the grant application, the type of pedestrian crossing will need to be determined. An issue that was discussed at the workshop and with personnel is that the consultant that provides design services can not provide construction administration. The City will need to receive proposals for one of the two services if they were to receive a grant from SRTS.

I also talked to MnDOT about the promised traffic study along TH 95. They indicated that they remembered the promise and would start collecting information. Since my conversation with them, they have started to collect traffic count information and I was copied on an internal email requesting accident reports. I was told that staff is limited and they could not give me a date as to when the information would be compiled.

bcp

c: Sara Taylor, Assistant City Administrator

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<b>PRELIMINARY COST ESTIMATE</b>	
<b>Phase I Site improvements</b>	
<b>Barker's Alps Park, Bayport, MN</b>	
Prepared by: Sanders Wacker Bergly, Inc.	
Date: Revised November 6, 2008	
<b>BARKER'S ALPS NORTH AREA</b>	
<b>ITEM</b>	<b>TOTAL</b>
Treatment of rubble and debris	?
Clearing of trees	\$8,000.00
Grading of parking and playfield area	\$50,000.00
Add fencing along property line at existing north ballfield	\$12,000.00
45 stall parking lot	\$46,000.00
Asphalt paths	\$41,000.00
Retaining wall along hillside path	\$50,000.00
Seeding	\$22,000.00
Landscaping (trees and shrubs)	\$5,000.00
	<b>SUBTOTAL</b> \$234,000.00
	10% Contingency \$23,400.00
	<b>SUBTOTAL</b> \$257,400.00
<b>BARKER'S ALPS SOUTH AREA</b>	
Grading of south area (128,000 sq.ft.)	\$19,500.00
Asphalt paths	\$15,000.00
Play area with play equipment	\$60,000.00
Court games (1/2 court basketball, hopscotch, 4-square)	\$12,000.00
Topsoil and Seeding	\$40,000.00
Landscaping (trees and shrubs)	\$10,000.00
	<b>SUBTOTAL</b> \$156,500.00
	10% contingency \$15,650.00
	<b>SUBTOTAL</b> \$172,150.00
Design and engineering fees	\$36,500.00
Soil and construction materials testing expenses	\$5,000.00
	<b>GRAND TOTAL</b> \$471,050.00



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

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DATE. November 6, 2008  
TO. Mayor and City Council  
FROM. Mike McGuire, City Administrator  
RE: Potential funding for improvements to Barker's Alps Park

### ***BACKGROUND***

A few weeks ago, staff met with Landscape Architect Larry Wacker and Beard Group representative Chris Enger, to discuss some of the improvements to Barker's Alps, as well as funding sources. Chris expressed an interest in helping contribute financially to some of the improvements, specifically those planned for the south end of the park, adjacent to Inspiration, but an estimated dollar amount was unknown at this time. He also stated that the Beard Group is looking into the possibility of adding some playground equipment in the actual development, in close proximity to the nature center, which would most likely reduce their contribution toward improvements in the park. Chris stated that he would relay our conversation to the Beard Group and get back to city staff within the next few months as to whether a financial contribution to the park improvements is desired and/or feasible.

City staff looked into potential funding sources using city funds (see attached summary sheet). City staff also looked at potential funding through grants, but as we found out in the grant application process for Lakeside Park, funds are extremely limited and competitive, making this option unlikely.

### ***RECOMMENDATION***

Staff recommends the City Council adopt a motion designating a funding source and amount for Phase 1A improvement to Barker's Alps Park.

**Tax Stabilization Fund**

2008 Beginning Balance:	\$1,361,372.43
Expenditures:	\$ 431,000.00
Revenue:	\$ 54,000.00 (interest income)
Anticipated 2009 Revenue:	\$ 40,000.00 (interest income)
<b>Estimated Balance:</b>	<b>\$ 1,024,372.43</b>

**Park Improvement Fund**

2008 Beginning Balance:	\$ 94,985.03
Expenditures:	\$ 230,432.16
Expected Expenditures:	\$ 14,900.00 (sand blanket)
Revenue:	\$ 137,255.00
Anticipated 2009 Revenue:	\$ 48,000.00 (park dedication)
	\$ 2,000.00 (interest income)
<b>Estimated Balance:</b>	<b>\$ 36,907.87</b>

**Gambling Recreation Fund**

2008 Beginning Balance:	\$ 53,877.72
Expected Expenditures:	\$ 5,000.00 (teeter totter)
Revenue:	\$ 4,531.30
Anticipated 2009 Revenue:	\$ 2,000.00 (interest income)
<b>Estimated Balance:</b>	<b>\$ 55,409.02</b>

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**Recommended funding sources to complete Phase IA improvements:**

Tax Stabilization Fund	\$ 400,000.00
Park Improvement Fund	\$ 30,000.00
Gambling Recreation Fund	\$ 40,000.00 (playground equipment)

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# MEMORANDUM

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**DATE:** October 23, 2008

**TO:** City Council (November 10<sup>th</sup> meeting)  
Mike McGuire, City Administrator

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

**SUBJECT:** Consider a variance from off-street parking requirements for a proposed office/retail building at 174 3<sup>rd</sup> Street South

## **A. BACKGROUND**

The property is located at 174 3<sup>rd</sup> Street South, at the intersection of Highway 95 (or 3<sup>rd</sup> Street South) and 1<sup>st</sup> Avenue South. The property contains an existing building that was previously used to repair and service automobiles, known as Dann's Service Center. The total lot area is approximately 16,600 square feet. The property is located at the south end of the city's central business district and is zoned B-2 Central Business. Surrounding uses include commercial businesses to the north and east, transitioning to residential on the west and south.

The applicant, Jeff Hause, J.G. Hause Construction Inc., is proposing to construct a new two-story office/retail building on the property. However, because of the unique configuration of the lot, and its location within the central business district, the applicant is having difficulty situating a reasonably sized building on the property that meets setback requirements, and complies with off-street parking requirements. For this reason, the applicant is requesting some flexibility in design standards, and a variance from off-street parking requirements.

The Planning Commission held the required public hearing on October 20, 2008. Notice of the Planning Commission's public hearing was mailed to all property owners within 350' of the subject property and published in the Stillwater Gazette on October 6, 2008.

The following informational items are attached:

- narrative by the property owner
- site plan of the proposed building and layout
- exterior sketch of the proposed building

## **B. STAFF COMMENTS**

As stated above, the property contains an existing service station building, which is no longer in use. It appears that the property was part of a larger parcel of land, but at some point, the parcel was significantly reduced in size to allow for improvements to Highway 95. In addition, the existing building does not meet the setbacks required by the current zoning code.

The applicant is proposing to demolish the existing structure on the property, and construct a new two-story office/retail building, which will conform to all setback requirements, and be a visual improvement for the business district and surrounding neighborhood. The proposed building footprint will consist of approximately 2,576 square feet. The applicant is proposing to locate the main office for his construction

company on the second floor of the building, which would occupy approximately 25% of the building. Tentative use of the remaining space is anticipated to include additional office space, retail, and/or a coffee shop/deli style restaurant, which are all permitted uses within the central business district.

In reviewing the performance standards for the proposed building and site plan, staff feels that the applicant has made an effort to meet or exceed most requirements, despite the unique and somewhat awkward lot configuration. However, as with other commercial uses in the central business district, creating off-street parking that complies with the zoning code has been a challenge. Since the entire use of the building has yet to be determined, it is difficult to provide an exact number of parking stalls required, based on use. However, staff has developed the following table of parking calculations, based on the applicant's anticipated use of the building:

UPPER LEVEL USE	PROPOSED WITHIN BUILDING	REQUIRED # OF OFF-STREET PARKING STALLS
OFFICE	1300 - 2276 SQ FT	4/1000 SQ FT = 2 - 3 STALLS
RETAIL	0 - 976 SQ FT	1/200 SQ FT = 5 STALLS
COMMON AREA (RESTROOMS, HALLWAYS, STAIRWAYS, ETC)	300 SQ FT	0 STALLS
<b>TOTAL</b>	<b>2576 SQ. FT.</b>	<b>3 - 7 STALLS</b>

LOWER LEVEL USE	PROPOSED WITHIN BUILDING	REQUIRED # OF OFF-STREET PARKING STALLS
KITCHEN	0 - 600 SQ FT	1/80 SQ FT = 8 STALLS
DINING	0 - 1376 SQ FT	1/40 SQ FT = 35 STALLS
RETAIL	0 - 2276 SQ FT	1/200 SQ FT = 12 STALLS
COMMON AREA (RESTROOMS, HALLWAYS, STAIRWAYS, ETC)	600 SQ FT	0 STALLS
<b>TOTAL</b>	<b>2576 SQ. FT.</b>	<b>12 - 43 STALLS</b>

The applicant's proposed site plan includes 26 off-street parking stalls, to be used solely by the employees and customers. Parking for the office space would generally not be utilized after 5:00 p.m. or on weekends, and therefore these stalls would be available for use by other tenants during evenings and weekends. According to the table above, the required number of parking stalls for the site ranges from 15 to 50, depending upon use.

Despite the site's location within the central business district, where off-street parking is virtually non-existent amongst the existing businesses, staff feels that the applicant has made a real effort to comply with city code parking requirements, and furnish off-street parking for most, if not all traffic to the site. The applicant has also demonstrated a commitment to furnish additional parking off-site, should future demand warrant it. In conjunction with this project, the applicant will be seeking a 10 foot street vacation along 1<sup>st</sup> Avenue South from the City Council at the November meeting, which would potentially add two additional parking stalls at the south end of the lot, for a total of 28 stalls. In addition, existing on-street parking is available along 1<sup>st</sup> Avenue South. It should be noted that the site plan also includes a drive-thru lane for potential use by a coffee shop/retail tenant. However, depending upon the tenant(s), this drive-thru may not be necessary, and could be replaced with additional parallel parking.

As is the case with many city zoning codes, staff is finding that parking requirements created approximately 20 years ago were likely based on the high volume shopping days, like the day after Thanksgiving, rather than on regular, daily use and most often exceed the actual number of stalls necessary to accommodate the use. In addition, several sections of the city's zoning code recognize that conformance with these parking regulations may be difficult and/or unnecessary for infill development and redevelopment. As such, provisions to allow reduced off-street parking may be appropriate.

As stated above, staff feels that the applicant has made an effort to meet or exceed most other zoning requirements. All setbacks for the building and parking areas will be met, a 6 foot privacy fence will be installed along the west property line, a rain garden will be installed to collect all storm water run-off generated on the site, a dumpster enclosure will be installed to screen and confine all trash, and hooded, down-lit lighting will be installed for security purposes.

**C. SUGGESTED FINDINGS OF FACT AND CONDITIONS OF APPROVAL**

Minn. Stat. 462.357 requires that a variance request must meet all three criteria of an undue hardship for the variance to be granted. The criteria is as follows: (1) the property in question cannot be put to a reasonable use if used as required by this Zoning Code; and (2) the plight of the landowner is due to circumstances unique to the property and not created by the property owner; and (3) the variance, if granted, will not alter the essential character of the locality. Economic considerations alone shall not constitute a hardship if a reasonable use for the property exists under the terms of the ordinance.

Findings of fact to approve the variance: Strict application of the ordinance in this particular case would constitute an undue hardship, because all three of the required criteria are met. Specifically:

- (1) The existing building on the property is non-conforming and in need of significant maintenance. Due to the configuration of the lot, there is little buildable area to construct a new, reasonably-sized building that meets the setback requirements, and accommodates the maximum number of parking stalls required for the tentative uses. In order to permit reasonable use, a reduction in off-street parking stalls would be appropriate.
- (2) The property is located in a fully developed, central business district of the city that was designed like many traditional downtowns, in that on-street parking was encouraged, and therefore parcels were not designed or sized to accommodate off-street parking. For this reason, granting some flexibility in regard to off-street parking requirements would be appropriate.
- (3) A majority of existing businesses within the central business district utilize on-street parking as their primary source of parking, and very few have any off-street parking stalls to accommodate their business. A reduction in off-street parking requirements for more recent redevelopment sites, such as the shops just north of this site and south of the gas station, has not had a negative impact, and only seems appropriate to attract and sustain business within this district. If the variance is not granted, and off-street parking is required to comply with city code, the essential character of the neighborhood would be altered, as this would not be consistent with existing parcels.

**D. PLANNING COMMISSION ACTION**

At its meeting on October 20, 2008, the Planning Commission voted 4-0 to recommend approval of the application, subject to the findings of fact as stated in section "C" and the conditions recommended by staff. Overall, the Planning Commission was in support of the project, but was concerned about making access into and out of the site as safe as possible, given the anticipated increase in traffic flow in this area. City staff was directed to forward these comments to MnDOT for consideration during the permit review process for access and lane striping on Highway 95 related to this project.

**E. RECOMMENDATION**

Staff recommends approval of Application 2008-04 for a variance from off-street parking requirements for a proposed office/retail building at 174 3<sup>rd</sup> Street South, with a minimum of 26 parking stalls to be included in the initial construction of the project, in accordance with the approved site plan. Suggested findings of fact are as stated in section "C" of the staff report and are subject to the following conditions of approval:

- ❑ This application may be subject to the review and approval of the Middle St. Croix Watershed Management Organization (MSCWMO). Any conditions required by the MSCWMO shall be implemented as part of this application.
- ❑ Prior to any demolition, a permit will need to be secured from the city, in addition to any inspections deemed necessary by city staff.
- ❑ Prior to construction, a final grading plan, construction plans, lighting plan, landscaping plan, and engineering plans for the rain garden shall be submitted by the applicant, in accordance with the approved variance, for review and approval by city staff.
- ❑ Landscaping improvements equal to 1% of total project cost is required. An itemized list of materials and related costs shall accompany the landscaping plan. If this cannot be accomplished due to the size or configuration of the site, the applicant can work with staff to satisfy this requirement at an alternate site.
- ❑ The property shall meet all requirements of city code, with the exception of the off-street parking variance granted by the City Council.
- ❑ Prior to the issuance of a final certificate of occupancy, all site improvements must be completed per construction plans and site plan specifications.
- ❑ A permit from MnDOT must be secured to outlet into their storm water system.
- ❑ A permit from MnDOT must be secured for the access location into the parking lot and the left turn lane pavement marking and striping on Highway 95.
- ❑ Parking for the site will be subject to periodic review by city staff. Shall it be determined that additional parking is necessary, the applicant or property owner shall work with staff to provide additional parking to accommodate the site.
- ❑ An application for the proposed street vacation shall be made to the City Council in conjunction with this variance application. If granted, the two additional off-street parking stalls shown on the site plan shall be installed, to provide a total of 28 stalls on site.

City Council action to approve or deny the application is requested.

**Re: Vacant Gas Station @ 174 Third Street**

J.G. Hause Const., Inc. has been investigating the potential use of this site to utilize as our corporate office. After running the numbers on the site and new construction cost, we have determined the building must be a minimum of 5,152 sq. ft, consisting of 2576 sq. ft. on each level. This would allow the site to be financially feasible.

Our company will occupy approximately 25% of the building. Other occupants are unknown at this time. It is our desire to attract a coffee/sandwich shop to our site. We believe this site must have several options for use. There are a large number of office spaces available throughout the St. Croix Valley and we believe making the whole site an office complex would not be financially viable.

The parking requirements for the site are as follows:

J.G. Hause Construction will occupy approximately 1300 sf of the upper level. If the upper level is all office space minus common space of 300 sf, it would require 9 parking stalls. If the remaining 976 sf not occupied by J.G. Hause is retail, it would require 8 stalls.

The lower level could easily be all restaurant space. Having said that, the required parking goes like this; 2576 sf minus approximately 600 sf of common space, equals 1976 sf. This consists of 600 sf of kitchen and 1376 sf of dining. The kitchen requires 7.5 stalls and the dining 35 stalls for a total of 42.5 parking stalls. In a retail scenario, the parking requirement would be 5 parking stalls.

The maximum requirement would be 51 stalls and the minimum requirement is 13 stalls. The design of this lot is conducive to 28 on site parking stalls. However, existing on-street parking is plentiful and utilized by other businesses in town. Our site plan shows some of the on-street existing available parking also potential future parking. In addition, we did a physical measure of State Street. At the corner of State and First the street is 60 ft. wide, as you travel North 140 ft. on State, the street narrows to 40 ft. wide.

Also, office retail/office parking would not be generally used after 5 pm., which would be the restaurant peak time. The site location on the West side of Hwy 95 is safe and convenient for residents to walk or bicycle. If a restaurant is permitted it, would add an additional eating option for area residents and businesses.

The new building would have a positive impact on the community. It would be the first commercial building seen when entering Bayport from the South. The new building would be an aesthetic improvement from the now vacant building located on the site. It could attract new business to open or relocate to Bayport. It would make it more convenient to get a quick bite to eat in a family atmosphere. Also unfortunately for us, this would more than likely increase the city's tax revenue (darn).

## Parking Requirements

### Upper Level 2576

#### Scenario 1

Office	1300	250	5.2
Retail	976	400	2.44
Common	300	0	
Total Stalls			<b>7.64</b>

#### Scenario 2

Office	2276	250	9.104
Retail	0	400	0
Common	300	0	
Total Stalls			<b>9.104</b>

### Lower Level 2576

#### Scenario 1

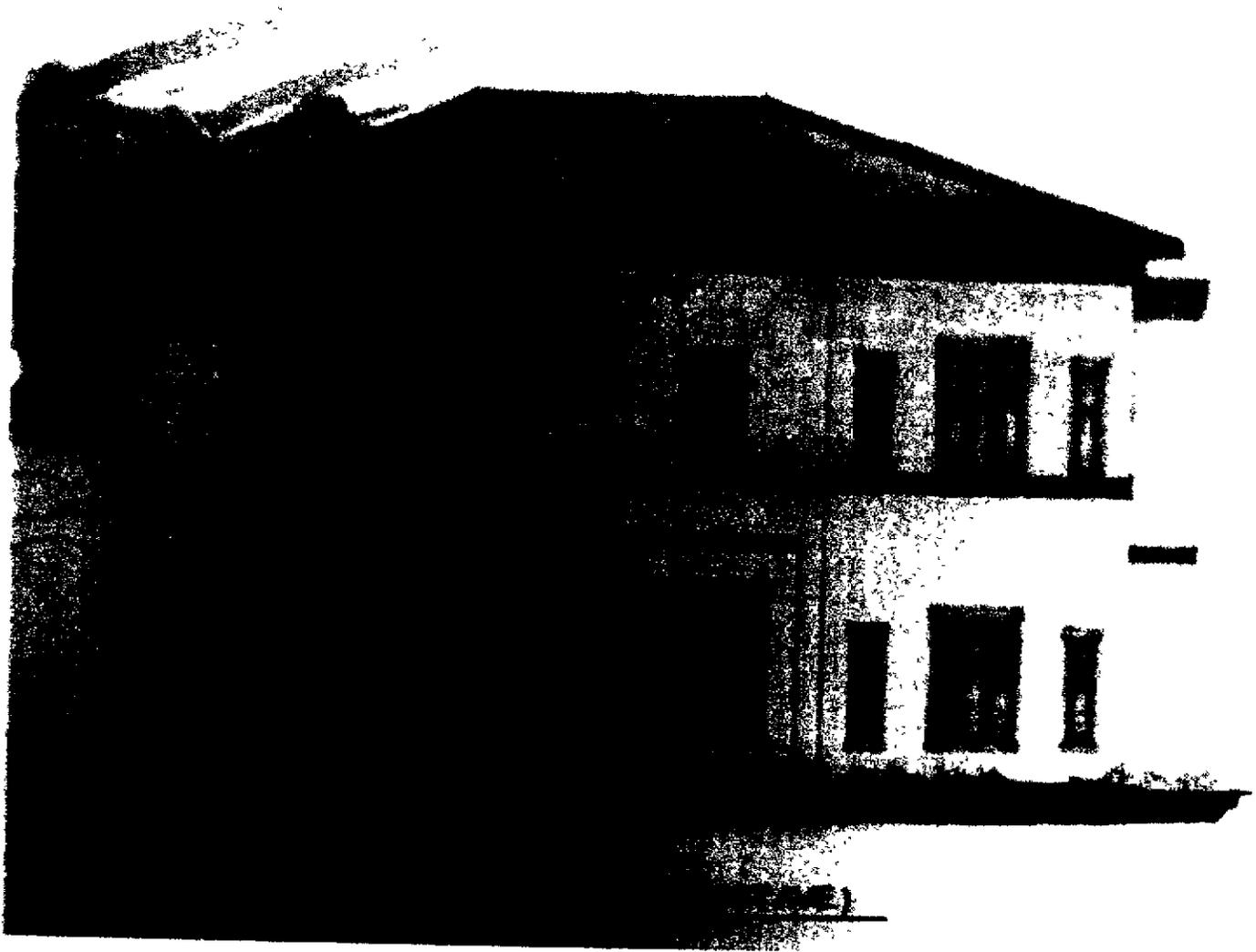
Kitchen	600	80	7.5
Dining	1376	40	34.4
Common	600	0	
Total Stalls			<b>41.9</b>

#### Scenario 2

Retail	2276	400	5.69
Common	600	0	
Total Stalls			<b>5.69</b>

<b>Maximum # of stalls</b>	<b>51.004</b>
<b>Minmum # of stalls</b>	<b>13.33</b>







**RESOLUTION NO. 08-**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL  
OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
HELD NOVEMBER 10, 2008**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 10<sup>th</sup> day of November, 2008.

The following members were present:

The following members were absent:

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

**RESOLUTION APPROVING A VARIANCE FROM OFF-STREET PARKING REQUIREMENTS  
FOR A PROPOSED OFFICE/RETAIL BUILDING AT 173 3<sup>RD</sup> STREET SOUTH, LEGALLY  
DESCRIBED AS BLOCK 71, LOTS 7-9, EXCEPT TO BAYPORT FOR ROAD ON LOT 9, OF  
BAYPORT, WASHINGTON COUNTY, MINNESOTA**

WHEREAS, The City received a request from Jeff Hause, prospective owner of the property located at 174 3<sup>rd</sup> Street South, to consider a variance from off-street parking requirements for a proposed office/retail building; and

WHEREAS, The Planning Commission held a public hearing on October 20, 2008, for the purpose of obtaining public comment on the application. At the close of the public hearing, the Planning Commission unanimously recommended approval of the application to the City Council; and

WHEREAS, The City Council approved the application on November 10, 2008, at its regular meeting; and

WHEREAS, The City Council has made the following findings of fact:

FINDINGS OF FACT

1. On or about October 7, 2008, the City received a variance application to allow reduced off-street parking at the property identified above.
2. The subject property is zoned B-2 Central Business. The existing building on the property is non-conforming and in need of significant maintenance. Due to the configuration of the lot, there is little buildable area to construct a new, reasonably-sized building that meets the setback requirements, and accommodates the maximum number of parking stalls required for the tentative uses.
3. The property is located in the fully developed, central business district of the City that was designed like many traditional downtowns, in that on-street parking was encouraged, and therefore parcels were not designed or sized to accommodate off-street parking.
4. A majority of existing businesses within the central business district utilize on-street parking as their primary source of parking, and very few have any off-street parking stalls to accommodate their business. A reduction in off-street parking requirements for more recent redevelopment sites, has not had a negative impact, and is appropriate to attract and sustain business within this district.

5. Zoning ordinance 712.07 specifies the requirements for off-street parking. Due to the unique configuration of the lot, the minimum number of off-street parking stalls proposed is 26.
6. The three (3) statutory requirements for granting a variance under the undue hardship standard are: (1) the property in question cannot be put to a reasonable use if used as required by this Zoning Code; (2) the plight of the landowner is due to circumstances unique to the property and not created by the property owner; and (3) the variance, if granted, will not alter the essential character of the locality. Economic considerations alone shall not constitute an undue hardship if reasonable use for the property exists under the terms of the ordinance. See Minn. Stat. §462.357.
7. The property can not be put to a reasonable use as required by the Zoning Code because the lot does not allow for adequate on-site parking for a use which is permitted in the central business district. The request is consistent with uses and adjoining properties in proximity to the property.
8. The applicant's plight is due to the unique configuration of the lot and its location in the central business district and is not of his own making.
9. The variance does not alter the essential character of the neighborhood because the use is consistent with other similar uses in the central business district.
10. Based on paragraphs 1-9 above, the applicant has demonstrated an undue hardship, justifying the granting of the requested variance.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Bayport, Washington County, Minnesota, does hereby ordain as follows:

1. The application for the requested variance is hereby approved, subject to the conditions below, based on findings of fact above, and that the application meets the criteria of an undue hardship:
  - ❑ This application may be subject to the review and approval of the Middle St. Croix Watershed Management Organization (MSCWMO). Any conditions required by the MSCWMO shall be implemented as part of this application.
  - ❑ Prior to any demolition, a permit will need to be secured from the city, in addition to any inspections deemed necessary by city staff.
  - ❑ Prior to construction, a final grading plan, construction plans, lighting plan, landscaping plan, and engineering plans for the rain garden shall be submitted by the applicant, in accordance with the approved variance, for review and approval by city staff.
  - ❑ Landscaping improvements equal to 1% of total project cost is required. An itemized list of materials and related costs shall accompany the landscaping plan. If this cannot be accomplished due to the size or configuration of the site, the applicant can work with staff to satisfy this requirement at an alternate site.
  - ❑ The property shall meet all requirements of city code, with the exception of the off-street parking variance granted by the City Council.
  - ❑ Prior to the issuance of a final certificate of occupancy, all site improvements must be completed per construction plans and site plan specifications.
  - ❑ A permit from MnDOT must be secured to outlet into their storm water system.

- A permit from MnDOT must be secured for the access location into the parking lot and the left turn lane pavement marking and striping on Highway 95.
  - Parking for the site will be subject to periodic review by city staff. Shall it be determined that additional parking is necessary, the applicant or property owner shall work with staff to provide additional parking to accommodate the site.
  - An application for the proposed street vacation shall be made to the City Council in conjunction with this variance application. If granted, the two additional off-street parking stalls shown on the site plan shall be installed, to provide a total of 28 stalls on site.
2. The entire record of the hearing before the Planning Commission, including without limitation, the testimony and exhibits, presented together with the discussion of the City Council, regarding the matters described herein, are hereby made a part of the record of these proceedings.

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

Jon Nowaczek -  
Torry Kraftson -

Sharon Ridgway -  
Connie Carlson -

Dan Johnson -

Thereupon said resolution was declared duly adopted and signed by the Mayor and the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, this 10<sup>th</sup> day of November, 2008.

ATTEST:

\_\_\_\_\_  
Mike McGuire, City Administrator

\_\_\_\_\_  
Jon Nowaczek, Mayor



## MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Barry Peters, PE, City Engineer

DATE: November 4, 2008

RE: First Avenue South Street Vacation  
SEH No. A-BAYPO0801.00 14.00

The City has received a request for the vacation of a portion of First Avenue South, between TH 95 and State Street South. The request to vacate the northerly ten feet (10') of First Avenue South adjacent to Lot 7 Block 71 was submitted by Mr. Jeff Hause.

### Background

The area under consideration is First Avenue South between TH 95 and State Street South. The attached drawing shows the requested vacation area. First Avenue South in this area is a bituminous surface rural section. The paved surface runs diagonally through the platted right-of-way. The right-of-way was platted with the original South Stillwater plat at an eighty feet (80') width. Neither sanitary sewer nor water mains exist within this segment of First Avenue South. Storm sewer exists only at the corner of First Avenue South and TH 95 and is not in the area of requested vacation. The requested vacation is to enable the construction of two additional off-street parking spaces.

At the time of this memo, field locates were not completed on the underground private utilities (gas, electric, telephone, cable, etc.). Visually, there is overhead lines running north/south on poles, one of each is in the area of requested vacation.

### Recommendations

With the street running diagonal through the platted right-of-way, it is not practical to vacate right-of-way to the west of this site, or directly to the south. Therefore, I do not believe it is practical to look at additional vacation beyond this request. City utilities do not exist in the area of requested street vacation. Although the locations of underground utilities is not known, staff had previously found that under Minnesota Statute §160.29, the City can vacate right-of-way if in the resolution, the City reserves the rights of the private utility companies to enter onto the property to maintain, repair, replace, remove or otherwise attend to its privately owned utility.

Therefore, I am recommending that the City approve the vacation with the stipulation as noted in the resolution that the vacation shall have no effect on Utility Companies authority or right to enter onto the vacated property to maintain, repair, replace, remove or otherwise attend to any privately owned utilities. And further that Utility Companies can continue to exercise their authority to enter upon the vacated property for the purpose of servicing their utilities. Attached

First Avenue South Street Vacation

November 5, 2008

Page 2

is a copy of a resolution that can be used to grant the vacation. I will be available to discuss this issue with the Council at that meeting.

bcp

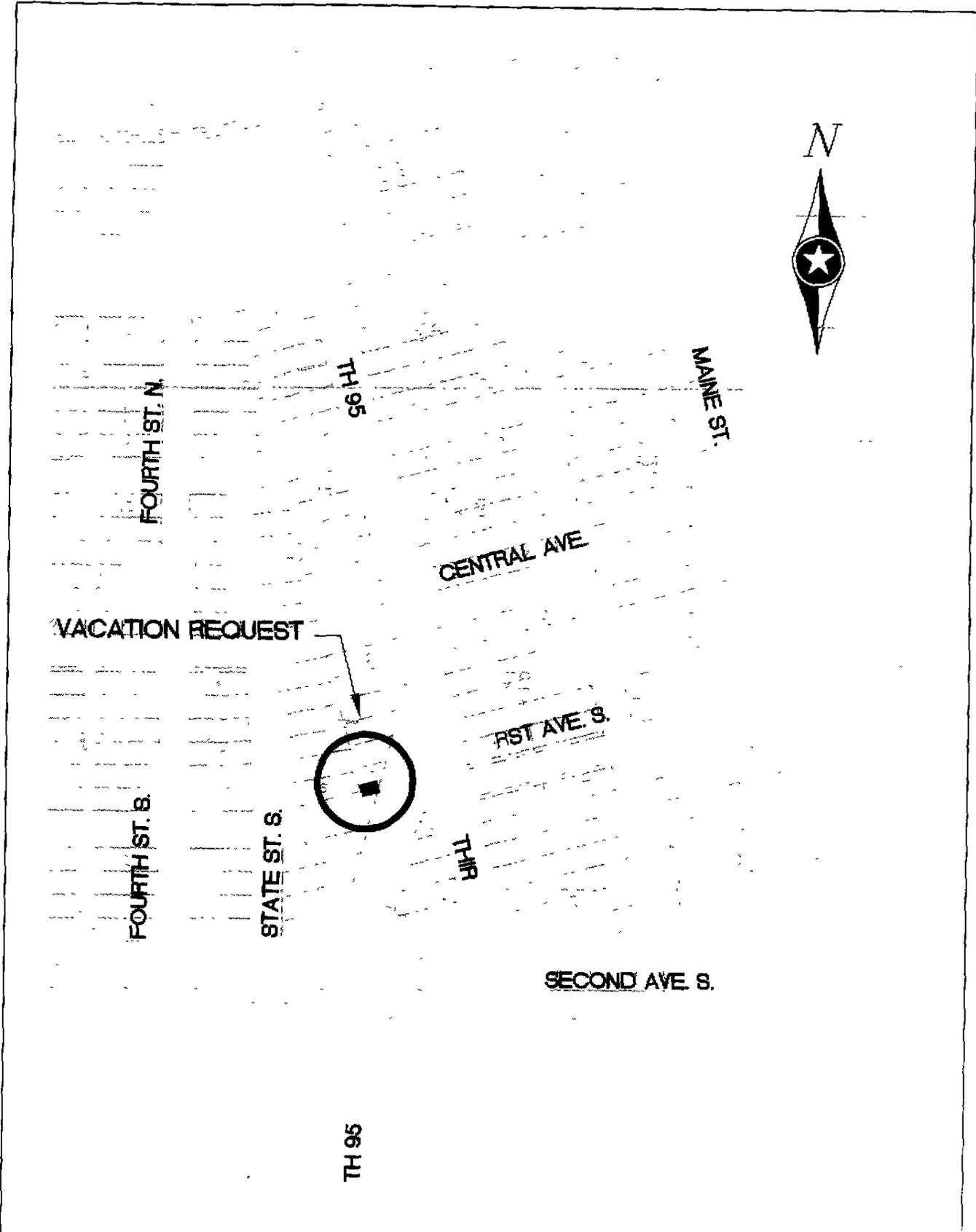
Attachments

c: Sara Taylor, Assistant Administrator, Planner

Mike McGuire, City Administrator

Nick Vivian, City Attorney

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 PHONE: (651) 490-2000  
 3535 VADNAIS CENTER DR  
 ST. PAUL, MN 55110

FILE NO.  
 ABAYP00002  
 DATE.  
 1/18/07

**LOCATION**  
**1ST AVE VACATION**  
**BAYPORT, MINNESOTA**

**EXHIBIT**  
**NO. 1**

**RESOLUTION NO. 08-**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL  
OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
HELD NOVEMBER 10, 2008**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 10<sup>th</sup> day of November, 2008 at 6:00 p.m.

The following members were present:

The following members were absent:

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

**RESOLUTION AUTHORIZING THE VACATION OF A PORTION OF 1<sup>ST</sup> AVENUE  
SOUTH ALONG LOT 7 OF BLOCK 71 IN THE CITY OF BAYPORT, WASHINGTON  
COUNTY, MINNESOTA**

WHEREAS, The City has received a request from Jeff Hause, potential property owner of 174 3<sup>rd</sup> Street South, to consider vacating a portion of 1<sup>st</sup> Avenue South abutting this property; and

WHEREAS, It was determined that the right-of-way to be vacated should be described as follows:

**NORTHERLY TEN FEET (10') OF 1<sup>ST</sup> AVENUE SOUTH THAT ABUTS LOT 7 OF  
BLOCK 71 OF THE RECORDED PLAT OF BAYPORT (FORMERLY SOUTH  
STILLWATER), IN BAYPORT, WASHINGTON COUNTY, MINNESOTA**

WHEREAS, The City Council held a public hearing on November 10, 2008, pursuant to notice as required by law, for the purpose of considering public comment on vacating a portion of 1<sup>st</sup> Avenue South in Bayport; and

WHEREAS, The City Engineer determined there are no sanitary sewer or water mains along this segment of 1<sup>st</sup> Avenue South; and

WHEREAS, The location of private utilities is unknown at this time; and

WHEREAS, Following the public hearing, the City Council determined it is in the public interest to vacate a 10 foot strip of 1<sup>st</sup> Avenue South that abuts Lot 7 of Block 71 in the City of Bayport, Washington County, Minnesota as the vacation would allow two additional parking stalls to be added to the site plan for 174 3<sup>rd</sup> Street South, submitted by Jeff Hause, for a total of 28 stalls, and still leave a minimum 70 foot wide right-of-way, as stated in the city's street vacation policy; and

WHEREAS, It is necessary for the city to protect and preserve Utility Company's authority and right to continue to maintain repair, replace, remove or otherwise attend to any private utility in the requested vacation area; and

WHEREAS, Minnesota Statute §160.29 provides that "[i]n proceedings under statute or charter to vacate a public way or portion thereof, a municipality may specify the extent to which such vacation affects existing easements therein and the extent to which the vacation affects the authority of any persons, corporation or municipality owning or controlling electric or telephone poles and lines, gas and sewer lines, or water pipes, mains and hydrants, thereon or thereunder, to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace, remove or otherwise attend thereto"; and

WHEREAS, The City Council does so desire to specify the extent to which this vacation affects the Utility Company's authority and right to continue to maintain, replace, repair, remove or otherwise attend to any privately owned utility in the requested vacation area.

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

1. The City authorizes vacating a 10 foot portion of 1<sup>st</sup> Avenue South, abutting Lot 7 of Block 71 of the recorded plat of Bayport (formerly South Stillwater) in Bayport, Washington County, Minnesota, for the purpose of allowing two additional parking stalls to be added to the proposed site plan for 174 3<sup>rd</sup> Street South, submitted by Jeff Hause, for a total of 28 off-street parking stalls;
2. Pursuant to Minnesota Statute §160.29, the City Council reserves the rights of Utility Companies over the 10' vacated right-of-way in the location of their utility and further specifies that the vacation shall have no effect upon the Utility Company's authority or right to enter onto the above described property to maintain, repair, replace, remove or otherwise attend to any privately owned utility. The Utility Companies may continue to exercise their authority to enter upon the above-describe property for the purpose of servicing their utilities.

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

Jon Nowaczek -  
Torry Kraftson -

Sharon Ridgway -  
Connie Carlson -

Dan Johnson -

Passed by the City Council, City of Bayport, Washington County, Minnesota, this 10<sup>th</sup> day of November, 2008.

ATTEST:

\_\_\_\_\_  
Mike McGuire, City Administrator

\_\_\_\_\_  
Jon Nowaczek, Mayor

**CITY OF BAYPORT  
WASHINGTON COUNTY, MINNESOTA  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING CHAPTER 62, ARTICLE II, CREATING AN  
ORDINANCE FOR THE MANAGEMENT OF HAZARDOUS TREES.**

WHEREAS, the City's bluff line contains numerous dead trees which have become hazardous to the public;

WHEREAS, management of the hazardous trees is necessary for the betterment of the City and the protection of the health, safety and welfare of the City's citizens;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAYPORT,  
WASHINGTON COUNTY, MINNESOTA, DOES HEREBY ORDAIN AS FOLLOWS:**

Section 1. Chapter 62, Article II, of the Bayport Code of Ordinances is amended to read as follows:

**Sec. 62-26. Declaration of public nuisance.**

The Council hereby declares any dead tree or part thereof, including logs, branches, and stumps to be a public nuisance.

**Sec. 62-26.1. Prohibited acts.**

No person shall permit any public nuisance as defined in Sec. 62-26 to remain on any premises owned or controlled by that person within the City.

**Sec. 62-27. Inspection.**

The Public Works Department shall inspect or cause to be inspected all premises and places within the City a least twice each year to determine whether any public nuisance as defined in Sec. 62-26 exists thereon.

**Sec. 62.27.1. Abatement.**

(a) If the Public Works Department, upon inspection and examination, determines that any public nuisance as herein defined exists in or upon any public street, alley, park or other public place within the City and that the danger to other trees within the City is imminent, the Public Works Department shall immediately cause the public nuisance to be removed.

(b) If the Public Works Department determines with reasonable certainty that any public nuisance as herein defined exists in or upon private premises, the Public Works Department shall serve upon the owner of such property, if the owner can be found, or upon the occupant thereof, a written notice to abate such nuisance within 20 days of the service of such notice. If such owner or occupant does not remove such nuisance within the time limit, the Public Works Department shall cause the same to be removed. No damage shall be awarded to the owner for destruction of any tree pursuant to this section.

**Sec. 62.27.2. Assessment of costs.**

(a) The entire cost of abating any public nuisance as herein defined shall be chargeable to and assessed against the parcel or lot upon or in which such public nuisance is located. The cost of abating any such nuisance which is located in or upon any park, parkway, street, alley, boulevard or public grounds shall be borne by the City.

(b) The Public Works Department shall record the costs of work done under this section and shall report monthly to the Finance Officer all work done for which assessments are to be made, stating and certifying the description of the land, lots, parts of lots or parcels of land and the amounts chargeable to each. The Finance Officer shall include in the report to the City Council the aggregate amounts chargeable to each lot of parcel so reported and such amounts shall be levied and assessed against such parcels or lots in the same manner as other special taxes.

**Sec. 62-28. Violations and penalties.**

Any person who is in violation of any provision of this Chapter or who shall cause or maintain or permit to be maintained a public nuisance shall be subject to a penalty as provided in Chapter 1, Section 14, of the City's Code.

Section 2. Severability. In the event that a court of competent jurisdiction adjudges any part of this Ordinance to be invalid, such judgment shall not affect any other provision of this Ordinance not specifically included within that judgment.

Section 3. Effective Date. This ordinance shall be in full force and effect from and after its passage and publication according to law. Passed by the City Council for the City of Bayport this 10<sup>th</sup> day of November, 2008.

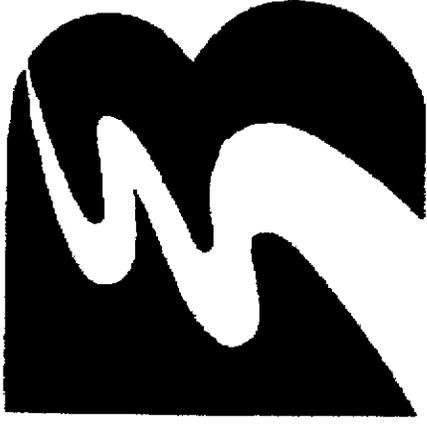
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Jonathan Nowaczek, Mayor

ATTEST:

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Michael McGuire, City Administrator



**CITY OF BAYPORT**  
**2009**  
**FINAL BUDGET**  
**PRESENTATION**

## **BACKGROUND**

- 1. A Proposed Budget and Capital Improvement Plan was presented to City Council at the September 8<sup>th</sup> meeting.**
- 2. City Council approved the Proposed Budget and CIP as presented.**
- 3. City Council also approved a Proposed 2009 Tax Levy of \$1,022,533. This is an increase of the Proposed Levy in the amount of \$37,063.**

**CITY OF BAYPORT  
LEVY PROPOSED  
FOR 2009**

**Adopted 2008 Levy           \$ 985,470**

**2009 11/5/2008 Levy       \$1,022,533**  
**General Fund:           866,428**  
**Library:                 156,105**

**Increase/Decrease       3.8% Increase**  
**General Fund:           \$31,088**  
**Library:                 \$ 5,975**

**Impact on Taxes       Anticipate No Change**

## BUDGET and LEVY TRENDS

	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Budget Am	\$2,062,493	\$1,977,579	\$2,256,568	\$2,135,799	\$2,108,130	\$2,135,878
\$ Change	\$34,770	-\$84,914	\$278,989	-\$120,769	-\$27,669	\$27,748
% Change	1.7%	-4.1%	14.1%	-5.4%	-1.3%	1.3%

	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Levy Amt.	\$1,033,768	\$1,033,768	\$930,391	\$872,765	\$985,470	\$1,022,533
\$ Change	\$0	\$0	-\$103,377	-\$57,626	\$112,705	\$37,063
% Change	0.0%	0.0%	-10.0%	-6.2%	12.9%	3.8%

**Property Tax Impact (City Only)**  
**Assumes a -2.4% change in market value from 2008 to 2009**

2008 Market Value	\$102,500	\$153,700	\$256,100	\$512,300	\$768,400
2008 Property Tax	\$198	\$371	\$717	\$1,557	\$2,524
2009 Market Value	\$100,000	\$150,000	\$250,000	\$500,000	\$750,000
2009 Property Tax	\$195	\$367	\$711	\$1,540	\$2,503
\$ Decrease	-\$3	-\$4	-\$6	-\$17	-\$21
% Decrease	-1.5%	-1.1%	-0.8%	-1.1%	-0.8%

The city's share of property taxes decreased from 30.807% of a property's market value in 2008 to 30.206% of the property's market value in 2009.



**ECKBERG LAMMERS**  
**MEMORANDUM**

---

**TO:** Michael McGuire  
**FROM:** Nicholas J. Vivian  
**DATE:** October 16, 2008  
**RE:** Library Oversight

You have asked for my opinion regarding the functional status of the City's Library Board and the Board's authority to autonomously conduct business separate and apart from City oversight. Specifically, you have asked whether the City Council can direct the Library Board to allocate funds from its budget for future capital projects. The answer is no. The City Council has no authority to direct the manner in which the Library Board spends its budget. The Library Board acts autonomously and is not required to take direction from the City Council in spending its funds.

Chapter 134 of the Minnesota Statutes governs library boards; specifically, Minn. Stats. §134.11 describes the organization of the board and its duties. Subdivision 2 entitled "Duties" provides as follows:

"The library board shall adopt bylaws and regulations for the government of the library and for the conduct of its business as may be expedient and conformable to law. It shall have exclusive control of the expenditure of all money collected for or placed to the credit of the library fund, of interest earned on all money collected for or placed to the credit of the library fund, of the construction of library buildings, and of the grounds, rooms, and buildings provided for library purpose. All money received for the library shall be paid into the city or county treasury, credited to the library fund, kept separate from other money of the city or county, and paid out only upon approval by the board. The library board may lease rooms for library use. The library board shall appoint a qualified library director and other staff as necessary, establish the compensation of employees, and remove any of them for cause. With the approval of the council or board of county commissioners, the library board may purchase grounds and erect a library building thereon."

The essence of Minn. Stat. §134.11 is that the Library Board is an autonomous entity which is not subject to the oversight and regulation of the City Council on a day-to-day basis. Rather, the Library Board has its own bylaws and regulations and operates exclusively for the benefit of the City's library. It has exclusive control over all funds collected or credited to it in the budgetary process. The City Council cannot direct the Library Board to make any expenditure for any purpose. Rather, the Library Board acts independently. Funds are only paid out and expenditures

approved only upon affirmative action of the Library Board itself. Likewise, the Library Board is charged with the appointment of a qualified library director and other staff. The City Council has no authority over the Library Board in this respect.

While the Library Board operates independently in its day-to-day operations, the City Council does retain some control over the Library Board in two respects. First, the City Council appoints Library Board members to open board positions. It is incumbent upon the members of the City Council to be thorough in their consideration of nominees for the Library Board given the Board's autonomy and exclusive control over its funds and the expenditures thereof.

Second, the City Council also has the authority to approve the budget and the levy for the Library Board. Because the Library Board itself does not have levy authority, the City Council must thoroughly consider the needs of the library based upon the Library Board's recommendation. Great consideration should also be given to the requests and recommendations contained within the library board's annual report.

Because the City has no authority to direct the Library Board to set funds aside for future capital projects, if the City Council desires to allocate funds for such purposes related to the library, funds should be moved to the budget for City Administration. This will allow the City Council to maintain direct oversight of the funds.

I have attached for your review and consideration, Minn. Stats. §§134.09, 134.11, and 134.13. Should you have any questions regarding the information contained herein, please give me a call.

NJV/dn

## 2007 Minnesota Statutes

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### 134.09 LIBRARY BOARDS.

Subdivision 1. **Appointment.** When public library service is established, except in any city of the first class operating under a home rule charter, the mayor of the city with the approval of the council for a city library, or the board of commissioners for a county library, shall appoint a board of five, seven or nine members from among the residents of the city or county. If the city library is a branch or a member of a regional public library system, as defined in section 134.001, the mayor, with the approval of the city council, may appoint to the city library board, residents of the county, provided that the county is participating in the regional public library system and that the majority of the members of the city library board are residents of the city. The number of members on the board shall be determined by resolution or ordinance adopted by the council or the board of commissioners. Not more than one council member or county commissioner shall at any time be a member of the library board. The appointments shall be made before the first meeting of the library board after the end of the fiscal year.

Subd. 2. **Term of office.** If nine board members are appointed, three shall hold office for one year, three for two years and three for three years. If seven members are appointed, three shall hold office for one year, two for two years, and two for three years; if five are appointed, two shall hold office for one year, two for two years, and one for three years. All terms shall end with the fiscal year. Annually the mayor with the approval of the council, or the board of county commissioners shall appoint board members for the term of three years until their successors qualify a sufficient number of members to fill the places of those whose term or terms expire. A library board member shall not be eligible to serve more than three consecutive three-year terms.

Subd. 3. **Removal of members.** The mayor with the approval of the council, or the board of county commissioners may remove any member for misconduct or neglect.

Subd. 4. **Abolishment.** Upon recommendation of a majority of any library board created under the provisions of subdivision 1, the governing body of the city or county may abolish the library board at the end of any fiscal year provided that the governing body shall simultaneously establish a successor library board of either five, seven or nine members by resolution or ordinance. The appointment of successor board members shall be made as provided in subdivision 1. The terms of successor board members shall be as provided in subdivision 2.

**History.** (5663) RL s 2257, 1943 c 245 s 1; 1945 c 46 s 1,2; 1961 c 235 s 1; 1973 c 123 art 5 s 7; 1983 c 314 art 11 s 3; 1986 c 471 s 2

## **2007 Minnesota Statutes**

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### **134.11 ORGANIZATION OF BOARD; DUTIES.**

Subdivision 1 **Organization.** Immediately after appointment, the library board shall organize by electing one of its number as president and one as secretary, and from time to time it may appoint such other officers as it deems necessary.

Subd. 2. **Duties.** The library board shall adopt bylaws and regulations for the government of the library and for the conduct of its business as may be expedient and conformable to law. It shall have exclusive control of the expenditure of all money collected for or placed to the credit of the library fund, of interest earned on all money collected for or placed to the credit of the library fund, of the construction of library buildings, and of the grounds, rooms, and buildings provided for library purposes. All money received for the library shall be paid into the city or county treasury, credited to the library fund, kept separate from other money of the city or county, and paid out only upon approval by the board. The library board may lease rooms for library use. The library board shall appoint a qualified library director and other staff as necessary, establish the compensation of employees, and remove any of them for cause. With the approval of the council or board of county commissioners, the library board may purchase grounds and erect a library building thereon.

**History:** (5665) RL s 2259, 1973 c 123 art 5 s 7; 1983 c 314 art 11 s 5

## **2007 Minnesota Statutes**

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### **134.13 ANNUAL REPORT.**

As soon as practicable following the end of the fiscal year the library board shall report to the governing body of the city or county all amounts received during the preceding year and the sources thereof, the amounts expended and for what purposes, the number of library materials on hand, the number purchased and loaned, and such other information as it deems advisable. No later than April 1 of each year the library board shall file this information with the Department of Education on forms supplied by the department.

**History:** (5667) *RL s 2261*, 1911 c 181 s 1, 1945 c 40 s 1, 1973 c 123 art 5 s 7, 1983 c 314 art 11 s 7; 1Sp1995 c 3 art 16 s 13, 2003 c 130 s 12

**CITY OF BAYPORT  
WASHINGTON COUNTY, MINNESOTA  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING CHAPTER 2, ARTICLE II, DIVISION II, OF THE BAYPORT MUNICIPAL CODE REGARDING MAYOR AND CITY COUNCIL SALARIES.**

**WHEREAS**, the City Council intends to increase the Mayor and Councilmember's salary pursuant to Section 415.11 of the Minnesota Statutes; and

**WHEREAS**, the operative date of the last Mayor salary increase was January 1, 1995; and

**WHEREAS**, the operative date of the last Councilmember salary increase was January 1, 1995; and

**WHEREAS**, Section 415.11 of the Minnesota Statutes prohibits increases in Council salaries until after the next succeeding municipal election;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, DOES HEREBY ORDAIN AS FOLLOWS:**

Section 1. Chapter 2, Article II, Division II, of the Bayport Code of Ordinances is amended to read as follows:

**Sec. 2-41. Mayor's Salary.**

The Mayor's annual salary shall be established at 1.5 times the annual salary of each Council Member effective January 1, 2009.

**Sec. 2-42. Salary of Councilmembers.**

Each Council Member's annual salary is established at \$2,700.00 effective January 1, 2009. Effective January 1 of each succeeding year, the annual salary for each Council Member shall be increased similar to the average increase for city employee groups.

Section 2. Severability. In the event that a court of competent jurisdiction adjudges any part of this Ordinance to be invalid, such judgment shall not affect any other provision of this Ordinance not specifically included within that judgment.

Section 3. Effective Date. This ordinance shall be in full force and effect from and after its passage and publication according to law. Passed by the City Council for the City of Bayport this 10<sup>th</sup> day of November, 2008.

\_\_\_\_\_  
Jonathan Nowaczek, Mayor

ATTEST:

\_\_\_\_\_  
Michael McGuire, City Administrator

**Sara Taylor**

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**From:** Karen Huffel  
**Sent:** Monday, September 29, 2008 2:57 PM  
**To:** Mike McGuire, Sara Taylor  
**Subject:** Soccer fields support

BELWIN ATHLETICS

**Importance:** High

See minutes excerpt from Dec. '07 meeting:

Discuss and consider funding request by Belwin Athletics for the Lucy Winton Bell Athletic Field by contributing \$8.00 per child for 5 years: This item was continued from the October meeting when Belwin Athletics requested a contribution for athletic fields in Afton, used by Stillwater area school students. With an estimated 300 school age children in Bayport, the organization has requested an annual contribution of \$2,400.00, with a 5-year pledge. Administrator McGuire stated this expense has not been budgeted, however it could be taken out of the contingency fund or park dedication fees. He noted park dedication fees have slowed considerably and feels it may be difficult to make a 5-year commitment. Councilmember Carlson reported three communities have pledged and would like the City of Bayport to support the program. Councilmembers voiced their general support for the athletics program, however were concerned with making a long-term pledge. Mayor Nowaczek voiced concern with using public funds for a program that is not open to the public, when the city has plans in place to improve its public parks.

It was moved by Commissioner Kraftson and seconded by Commissioner Carlson to contribute \$2,400.00 from the city's contingency fund to Belwin Athletics for the Lucy Winton Bell Athletic Field for 2008, and to review the request for budget year 2009. Motion carried 4-1, with Mayor Nowaczek opposed.

Karen Huffel, City of Bayport  
294 North 3rd Street  
Bayport, MN 55003  
Phone: 651-275-4404  
Fax: 651-275-4411  
khuffel@ci.bayport.mn.us

# Community Volunteer Service and Senior Centers

Connecting People  Enriching Lives

June 23, 2008

Mr. Mike McGuire  
City of Bayport  
294 North 3<sup>rd</sup> Street  
Bayport, MN 55003

Dear Mr. McGuire,

Greetings to you from the Board and staff of Community Volunteer Service and Senior Centers! I am writing to share some information with you about Community Volunteer Service and Senior Centers and to ask for your support.

## What is CVS?

Community Volunteer Service and Senior Centers (CVS) is a non-profit organization that has served the City of Bayport since 1967. The founders of CVS believed that community needs could be met by coordinating volunteers. This core belief continues to be our reason for operating today and all CVS programs and services are designed to meet critical community needs by engaging volunteers from throughout the county. Today the mission of CVS is *promoting, supporting and encouraging volunteerism to serve the needs of the community.*

## What does CVS do?

CVS coordinates six programs and manages two service sites in Washington County. Our senior centers offer dozens of social, educational, and volunteer activities for the county's seniors each and every week in both Stillwater and Bayport. Our programs, all with the spirit of volunteerism at their core, include the Transportation Program, the Volunteer Center, the Neighborhood Service Exchange, the Medical Reserve Corps and the seasonal Holiday Bureau. Outcome information for each of these programs is included in the CVS Bayport and Washington County statistic sheets.

## How does CVS serve my city?

Each year CVS serves thousands of Washington County residents, including residents who live in Bayport. The services provided by CVS are both necessary and critical for the residents who use them whether daily or yearly. I have enclosed information about the specific services that have been provided to residents in Washington County throughout 2007.

## Board of Directors

Kona Anderson  
(Secretary)  
Stillwater

Bill Armstrong  
Lake Bruno

Fred Banister  
Lake Bruno

Kathy Conley  
Bayport

Laura Eastman  
Bayport

Jennifer  
Cater Peterson  
Madison, WI

Connie Fredkove  
(President)  
Barnes, Wisconsin

Al Godfrey  
Over Falls, WI

Jim Hiniker  
(VP/Treasurer)  
Stillwater, Wisconsin

Amy Skare  
Stillwater

V. Russell  
Board Member  
Emertus



As elected officials with financial and community building responsibilities for your city, we understand that you face many difficult issues and questions about how to lead your community. It is our hope, and our sincere belief, that CVS assists you in providing critical services to residents of your city and that we are improving the quality of life in your community by connecting people to services and to the power of volunteerism.

But we also believe we can do more. The recent tornado in Hugo represents the power of volunteerism. And for those cities on the river, the importance of accessing volunteers to sandbag in the event of flooding is critical. CVS Staff is trained in disaster volunteer management and is willing to assist cities and townships with volunteer coordination in the event of an emergency. We are able to do this as one of the 350 Volunteer Centers nation wide and as experts in volunteer registration, risk management, and coordination. CVS works closely with Washington County's Emergency Management Department and the Minnesota VOAD (Volunteer Organizations Active in Disaster) but can provide a close local connection and resource to cities that need volunteers urgently to respond to a local crisis.

### **What can my city do to support CVS?**

Consider making a financial contribution to CVS. Here are three examples of how far your financial gift can go at CVS:

- \$750 covers the cost of the transportation program for one week while meeting a critical need in the community by pairing volunteer drivers with people who need transportation to medical appointments.
- \$1,500 provides a month's worth of social programming for seniors who visit one of our two senior centers. Activities include Bunco, cribbage, pool, oil painting classes, book club, bridge club, aerobics, and a hot nutritious noon meal.
- \$3,500 provides staffing support for the CVS Volunteer Center, the link between people who want to volunteer and opportunities to serve.

CVS is able to leverage every dollar received by engaging community volunteers to help deliver the services we provide. In 2007, more than 750 volunteers contributed 13,273 hours of service through CVS programs alone. This is a value of more than \$249,134.

We would like 10 minutes during one of your city council meetings or work sessions to provide a presentation and discussion about CVS so that you and your residents have the opportunity to both learn about services and resources that might be helpful to them and can hear about what CVS is doing from day to day to serve the residents of your city.

For more information about any of the CVS programs or to schedule a presentation please call me at 651-439-7434. CVS is pleased and honored to have provided services to residents of Washington County for more than 41 years. Your support as we continue to provide those services is greatly appreciated.

Sincerely,

**Throughout 2007, here is how  
Community Volunteer Service and Senior Centers  
served the city of**

**Bayport**

- More than 300 Bayport residents participated in 761 hours of programs or events provided at the Bayport Senior Centers. (Overall, 4,609 people attended Bayport Senior Center events and programs in 2007.)
- 46 Bayport residents volunteered more than 437 hours of their time and talent at the Bayport Senior Center.
- 169 Bayport residents received a special service at the Bayport Senior Center including blood pressure checks, foot care, hearing screenings and referrals to specialized services.
- 11 Bayport households received free tax preparation services through the CVS tax assistance initiative.
- 36 Bayport residents received services from members of the CVS Neighborhood Service Exchange, a program where neighbors barter their skills to help one another and build community.
- 3 Bayport residents have volunteered their time and talents at a community wide Neighborhood Service Exchange event.
- 74 acts of service have been given to or performed by Bayport residents through the Neighborhood Service Exchange program.
- 20 Bayport residents received customized volunteer referral services to help them get started in a new volunteer position.
- 4 Bayport residents volunteered through a special service initiative such as Rake A Difference Day.
- 12 Bayport residents participated in training and learning programs through the CVS Volunteer Center.
- 5 Bayport residents have received rides to and from medical appointments through the volunteer transportation program.
- 54 Bayport residents have received transportation information and referral services to assist them with their transportation needs.
- 4 Bayport residents have registered and trained with the Washington County Medical Reserve Corps, a group of volunteers coordinated by CVS that can be called into action in the event of a public health emergency.
- 4 Bayport residents received extra support and sponsorship through the CVS Holiday Bureau.
- 3 Bayport residents volunteered more than 91 hours in November and December to staff and organize the Holiday Bureau.
- 59 Bayport families, businesses, and organizations provided sponsorships to this year's Holiday Bureau participants.

*The following resolution will be available at Monday's meeting (11/10/08):*

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ADOPTING BUDGETS FOR THE GENERAL FUND, SPECIAL LIBRARY FUND,  
DRUG FORFEITURE FUND, WATER FUND, SEWER FUND, TRUNK WATER AND  
TRUNK SEWER UTILITY CAPITAL IMPROVEMENT FUND, FIRE EQUIPMENT  
REPLACEMENT FUND, PUBLIC WORKS EQUIPMENT REPLACEMENT FUND,  
TAX STABILIZATION FUND, RECREATION CAPITAL EQUIPMENT  
MAINTENANCE FUND, AND PARK IMPROVEMENT FUND FOR THE YEAR 2009**

**RESOLUTION NO. 08-**

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE  
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA  
HELD NOVEMBER 10, 2008**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 10th day of November 2008, at 6:00 p.m.

The following members were present:

The following members were absent:

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

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
ADOPTING THE 2009-2013 CAPITAL IMPROVEMENT PLAN**

WHEREAS: The preliminary Capital Improvement Plan for 2009-2013 was presented to and accepted by the City Council at its September 8, 2008 meeting.

WHEREAS: The City of Bayport wishes to establish its 2009-2013 Capital Improvement Plan, as delineated on the document attached to this resolution.

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

1. Be it resolved that the City Council of the City of Bayport, Washington County, Minnesota, hereby adopts the 2009-2013 Capital Improvement Plan as follows:

2009	\$ 225,000.00
2010-2013	\$3,440,000.00

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

Jon Nowaczek –	Torry Kraftson –
Connie Carlson –	Sharon Ridgway –
Dan Johnson –	

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota on this 10th day of November 2008.

ATTEST.

\_\_\_\_\_  
Mike McGuire  
City Administrator

\_\_\_\_\_  
Jon Nowaczek  
Mayor

RESOLUTION NO. 08-

EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE  
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA  
HELD NOVEMBER 10, 2008

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at the Bayport City Hall in said municipality on the 10<sup>th</sup> day of November 2008, at 6:00 p.m.

The following members were present:

The following members were absent:

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

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,  
CERTIFYING THE CITY OF BAYPORT'S LEVY TO WASHINGTON COUNTY FOR THE  
YEAR 2009 BUDGET AT \$1,022,533.**

WHEREAS: The City of Bayport established a preliminary levy certification for the City of Bayport's Levy at its September 8, 2008 meeting; and,

WHEREAS: The City Council of the City of Bayport wishes to establish its levy for its year 2009 budget.

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

1) Certify its payable 2009 levy as follows:		
A.	General Fund Levy	\$ 824,463.00
B.	Debt Service Levy	\$ 41,965.00
C.	Special Library Fund Levy	\$ 156,105.00
	Total 2009 Levy	\$1,022,533.00

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

Jon Nowaczek -  
Connie Carlson -  
Dan Johnson -

Torry Kraftson -  
Sharon Ridgway -

Thereupon said resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota, on this 10th day of November 2008.

ATTEST:

\_\_\_\_\_  
Mike McGuire  
City Administrator

\_\_\_\_\_  
Jon Nowaczek  
Mayor