



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

CITY COUNCIL WORKSHOP
City Hall - Council Chambers
June 1, 2009
5:00 p.m.

***** Please note: There will be no public comment taken at the meeting *****

CALL TO ORDER (by Mayor Nowaczek)

ROLL CALL

DISCUSS ADMINISTRATION STAFFING AND HIRING PROCESS FOR A NEW CITY ADMINISTRATOR (by City Administrator Mike McGuire)

Items related to the hiring process for a new City Administrator will be reviewed and discussed, including hiring timeline, position profile, full job description, salary range, and benefits. Additional information and handouts related to the hiring process may be provided at the workshop. Discussion on staffing and transition of existing employees will also be reviewed and discussed.

SUMMARY AND FINAL COMMENTS

ADJOURNMENT



CITY OF BAYPORT

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TIMELINE FOR HIRING CITY ADMINISTRATOR

June 1 (5:00 pm)	City Council workshop to start hiring process, including review and discussion of: <ul style="list-style-type: none">- hiring timeline- position profile- full job description- salary range- benefits- staffing and transition of existing employees
Mid June to mid July	Advertise for the position
Mid to end of July	Mike and Sara to evaluate applications and select finalists to be evaluated by the City Council
August 3 (5:00 pm)	City Council workshop to review and approve finalists and schedule interview times for mid August (reminder: bring a personal calendar)
Mid to end of August	City Council to conduct interviews of finalists City to host a Community Open House to “meet and greet” finalists
September 8	City Council offers the City Administrator position to candidate at the regular meeting (candidate will be in attendance)
Early to mid October	New City Administrator begins to work in the position
October to early November	Transition of duties from Mike to new City Administrator
November 2	New City Administrator and Mike jointly attend the regular City Council meeting to complete the transition



City Administrator Position Profile

The Community

Bayport is a quaint historic city of approximately 3,200 residents, located just two miles south of the City of Stillwater, along the beautiful St. Croix River. Previously named South Stillwater, the City of Bayport was incorporated in 1922, and is known for its scenic charm and warm, small town hospitality. The beautiful, tree-lined streets, unique historic buildings, and well-appointed marinas serve to enhance the character of this river town.



Bayport was settled primarily as a lumbering and sawmill community, but also played an important role in the ice industry, cutting ice from the St. Croix River for use in refrigeration. Since the early 1900's, the Andersen Corporation, which produces high quality windows and doors, has called this Minnesota town its home.

Visitors come to enjoy the St. Croix Savanna, which the Minnesota Department of Natural Resources boasts as the best hill prairie and oak savanna along the Lower St. Croix National Scenic Riverway. Lakeside Park, located along the St. Croix Scenic Byway (Highway 95), on the shores of the St. Croix River, is also a valued community asset.



Located just 25 miles east of the Twin Cities Metropolitan Area, Bayport is full of history and charm, friendly faces and interesting places, easy to get to and hard to forget, and a place where all feel welcome.

The Organization

The Bayport City Council is committed to continuing the quality of services that its residents enjoy today. This commitment is carried out by dedicated city employees at the City Hall, Public Library, Police Department, Public Works Department, and Fire Department.



The city operates under a Plan A form of government, as defined by Minnesota Statutes and is a fourth class city (less than 10,000 people). Bayport is governed by a mayor and four councilmembers, who are elected at large. The mayor is elected to a two-year term and councilmembers are each elected to a four-year term. The Administrator serves as the liaison between the City Council and city staff.

The City Council convenes for one regular meeting per month, and an occasional workshop or special meeting, as needed. Regular City Council meetings are held on the first Monday of the month. The City of Bayport also has two committees that are appointed by the City Council. The Planning Commission advises on matters related to development in the community, as well as infrastructure improvements and planning and zoning issues. The Public Library Board approves expenditures of money collected for and contained within the library fund, as it relates to operations of the library buildings and grounds. Both committees convene for one regular meeting per month.

General Government services, including administration, finance, planning/zoning, and building are provided by five full-time employees at City Hall. Park, street, water/sewer utilities, and maintenance services are provided by the Public Works Department, which consists of four full-time employees.



Police protection is provided by a department of five full-time employees, as well as several part-time employees. Fire, rescue, and emergency services are provided by a 25 member paid on-call department, which also services the surrounding communities of Oak Park Heights, West Lakeland, and Baytown.

The Position

This City Administrator directs the administration of city functions as established by the City Council to ensure efficient municipal services and development consistent with City Council goals and objectives. This position supervises the administration of all departments including General Government, Police, Fire, Public Works, Community Development, and Finance.

The City Administrator is expected to represent the organization to other agencies, staff, and citizens with a courteous, helpful, accurate and professional attitude in all telephone and personal contact. The ability to establish and maintain effective and respected working relationships with the Mayor and City Council, department heads, employees, and the public is a must. The City Administrator shall also display a commitment to the organization, willingness to take initiative, and exhibit maturity and professionalism in relationships with others.



Qualified candidates shall possess a Bachelors degree in Public Administration or closely related field and a minimum of five (5) years of municipal supervisory experience in administration. A Masters degree in Public Administration and ten (10) years of municipal supervisory experience is preferred. Candidates shall also possess a sound, working knowledge of city government and the functions of all divisions and departments, practices of municipal administration, budgeting procedures, and public finance.



The Application Process

Candidates may review the full job description for the City Administrator position on the city's website at www.ci.bayport.mn.us The 2009 salary range for the position is \$71,140 - \$100,169.

Candidates shall submit a resume via email to mmcquire@ci.bayport.mn.us no later than Thursday, July 9, 2009. Candidates will be selected for interviews in early August and the anticipated start date for the position is early to mid October of 2009.



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POSITION TITLE:	City Administrator	SALARY RANGE:	\$71,140 – \$100,169
DEPARTMENT:	Administration	SALARY GRADE:	14
ACCOUNTABLE TO:	City Council	POSITION STATUS:	Regular, full-time

JOB SUMMARY

This position directs the administration of city functions as established by the City Council to ensure efficient municipal services and development consistent with City Council goals and objectives. This position supervises the administration of all departments including General Government, Police, Fire, Public Works, Community Development, and Finance.

ESSENTIAL JOB FUNCTIONS

The examples listed below are intended to illustrate the general nature and various responsibilities of the position, but are not necessarily all inclusive. This position may be required to perform other duties, as requested. The job description is subject to change as the needs of the city and requirements of the position change.

Manage operations of all city departments to include, but not limited to the following duties:

- Develop administrative policies and procedures
- Develop operational plans for all departments
- Set goals, strategies, and objectives for the organization
- Establish guidelines for evaluating the effectiveness of operations
- Ensure effective job design and utilization of employees
- Enforce city laws, ordinances, and resolutions
- Coordinate and oversee the work of city-appointed consultants, including the engineer, attorney, auditor, and other contracted consultants

Direct activities related to the City Council, to include the following:

- Act as the liaison between the City Council and city staff
- Coordinate the development of policies for consideration by the City Council
- Direct and coordinate City Council meeting preparation, including research, reports, and gathering correspondence
- Attend regular and special City Council meetings, and any other meetings, as assigned

- Advise the City Council on action by other jurisdictions that may affect city operations
- Direct the implementation of City Council actions by all city departments

Direct the financial activities of the city, to include the following:

- Prepare the annual city budget for presentation to the City Council
- Prepare financial goals and objectives
- Monitor and control overall departmental budgets and expenses
- Authorize all purchases and expenditures
- Oversee the audit of city financial operations
- Monitor all financial investments
- Recommend financial system improvements to the City Council
- Monitor and recommend alternative and supplemental sources of revenue to the City Council

Coordinate and direct personnel functions of the city, to include the following:

- Recommend appointment of all city employees
- Establish personnel policies
- Direct the implementation of federal, state, and local laws and regulations regarding city personnel
- Recommend salary changes, based on position requirements and employee performance
- Conduct performance evaluations of all city department heads
- Conduct and oversee all collective bargaining and labor negotiations
- Perform disciplinary action in accordance with prescribed labor agreements and personnel policies
- Direct implementation of employee benefit programs and recommend new programs or changes in existing programs

Direct community development programs of the city, to include the following:

- Prepare materials for the development of capital improvement programs and long-range planning
- Oversee private and public land use and development
- Recommend course of action regarding development and redevelopment
- Direct all real estate and land acquisition efforts

Coordinate city communication functions, to include the following:

- Oversee resolution of citizen complaints/problems with city services
- Respond to media inquiries through the preparation of news releases and other methods of public information
- Deliver presentations on behalf of the city at various official functions and City Council meetings
- Act as a liaison between the city and other governmental and non-government entities
- Serves as the city's information representative and confers with the media, civic groups, and other organizations
- Represents the city in working with various governmental and community agencies, as needed

MINIMUM QUALIFICATIONS

- A Bachelors degree in Public Administration or closely related field
- A minimum of five (5) years of municipal supervisory experience in administration
- Possess a sound, working knowledge of city government and the functions of all divisions and

departments, practices of municipal administration, budgeting procedures, and public finance

- Represent the organization to other agencies, staff, and citizens with a courteous, helpful, accurate and professional attitude in all telephone and personal contact
- Establish and maintain effective and respected working relationships with the Mayor and City Council, department heads, employees, and the public
- Display a commitment to the organization, willingness to take initiative, and exhibit maturity and professionalism in relationships with others
- Communicate effectively, both orally and in writing, using correct grammar, spelling, and punctuation, especially with regard to city policies
- Possess ability to work on several projects simultaneously, set and meet deadlines with minimal supervision, and work under pressure with interruptions
- Prepare and give accurate and effective oral presentations to the City Council and staff, as necessary
- Communicate and project a calm demeanor with angry or disgruntled customers and staff, using patience and compassion
- Respect the privacy and confidentiality of others and handle confidential information with the appropriate level of discretion
- Manage diverse functions, with the ability to evaluate organization and management procedures and make recommendations for improvements
- Assess problems and situations effectively, as well as anticipate needs and evaluate alternatives
- Exhibit considerable working knowledge of a personal computer and skill using Windows based word processing programs such as Microsoft Word and Excel
- Possess the ability to read and understand correspondence, memoranda, and directives in English
- Possess exceptional knowledge of general office equipment such as a personal computer, typewriter, fax, copier, and postage meter

DESIRABLE QUALIFICATIONS

- A Masters degree in Public Administration or closely related field
- A minimum of ten (10) years of municipal supervisory experience in administration

WORKING CONDITIONS

Assigned tasks are generally carried out while seated at a desk in an office environment.



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2009 SALARY STEP SCHEDULE

grade	Job Class	step 1	step 2	step 3	step 4	step 5	step 6	step 7	step 8
1	Library Clerk	\$28,950	\$30,542	\$32,222	\$34,016	\$35,632	\$37,325	\$39,083	\$41,037
2	Secretary-Receptionist	\$31,944	\$33,701	\$35,555	\$37,535	\$39,317	\$41,185	\$43,125	\$45,281
3		\$35,138	\$37,072	\$39,110	\$41,288	\$43,249	\$45,304	\$47,437	\$49,809
4	Public Works Maintenance Worker	\$36,767	\$38,788	\$40,921	\$43,200	\$45,252	\$47,402	\$49,644	Per Union Contract
5		\$38,613	\$41,008	\$42,977	\$45,371	\$47,526	\$49,783	\$52,128	\$54,734
6		\$45,074	\$47,555	\$50,170	\$52,962	\$55,481	\$58,116	\$60,850	\$63,893
7	Police Officer Building Official	\$45,333	\$47,825	\$50,456	\$53,265	\$55,796	\$58,446	\$61,199	Per Union Contract
8	Finance Officer Asst Administrator-Planner Library Director	\$48,462	\$51,127	\$53,939	\$56,942	\$59,647	\$62,481	\$65,423	\$68,694
9	Public Works Supervisor	\$52,098	\$54,964	\$57,986	\$61,215	\$64,123	\$67,169	\$70,332	\$73,849
10		\$56,006	\$59,086	\$62,336	\$65,807	\$68,932	\$72,206	\$75,608	\$79,388
11	Police Chief	\$59,591	\$62,869	\$66,327	\$70,020	\$73,346	\$76,830	\$80,449	\$84,472
12		\$63,166	\$66,641	\$70,306	\$74,221	\$77,747	\$81,440	\$85,276	\$89,540
13		\$66,956	\$70,639	\$74,525	\$78,674	\$82,411	\$86,326	\$90,391	\$94,911
14	City Administrator	\$71,140	\$75,053	\$79,181	\$83,589	\$87,560	\$91,719	\$96,039	\$100,169



CITY OF BAYPORT

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FULL-TIME EMPLOYEE BENEFITS

Vacation

0 – 5 years	10 days, accrued at 5/6 day per month (6.66 hours)
6 – 10 years	15 days, accrued at 1 ¼ days per month (10 hours)
11 – 15 years	20 days, accrued at 1 ⅔ days per month (13.33 hours)
16 - 20 years	1 additional day (8 hours) for each year, to a maximum accrual of 25 days.

Employees will start accruing vacation upon full-time employment. However, employees are not eligible to use vacation hours within the first 6 months of employment.

Sick Leave

1 day (8 hours) per month, to a maximum accrual of 800 hours.

Holidays

New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day. Also, employees accrue 1 floating holiday (8 hours) per calendar year that must be used in that year or forfeited.

Health Insurance - Medica

City pays 100% employee coverage and city pays 90% dependant premium.

Dental Insurance – Delta Dental

City pays 100% employee premium and employee pays 100% dependant premium.

Pension Plan

Employer and employees contribute to PERA, as required by state law.

Life Insurance

City provides \$50,000 term life insurance for employees.

Disability Insurance

City pays for short-term and long-term disability premiums.

Retirement Health Savings Plan

Optional plan for employees that allows pre-tax money to be deducted for post retirement medical expenses.

Deferred Compensation

Optional plan for employees that allows pre-tax money to be deducted for post retirement expenses.

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
June 1, 2009**

REGULAR MEETING

6:00 P.M.

CALL TO ORDER

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

PROCLAMATIONS, COMMENDATIONS, PETITIONS, AND ANNOUNCEMENTS

1. May recycling award to Philip and Ebba Holladay

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. Yellow Ribbon Campaign – Gary Kriesel

CONSENT AGENDA

TAB #

Consider a resolution adopting items 1 through 11

- | | |
|---|----|
| 1. May 4, 2009 City Council regular meeting minutes | 1 |
| 2. May 4, 2009 Fire Department workshop meeting minutes | 2 |
| 3. May 18, 2009 City Council special meeting minutes | 3 |
| 4. May payables and receipts | 4 |
| 5. May building, plumbing and mechanical permits | 5 |
| 6. Appointment of part-time police officers | 6 |
| 7. Payment request #2 to Minnesota Public Facilities Authority for the Storm Sewer Phase 3 Perro Creek Outlet Project | 7 |
| 8. Ordinance amendment to Appendix B-Zoning, Section 7 of the Bayport City Code related to small bird and fowl | 8 |
| 9. Consider conducting a water rate study | 9 |
| 10. Purchase of a new grounds lawn mower for the Public Works Department | 10 |
| 11. Authorization to add a new member to the fire department | 11 |

PUBLIC HEARINGS

- | | |
|---|----|
| 1. Public improvement hearing for the 2009 Sidewalk Improvement Project | 12 |
|---|----|

COUNCIL LIAISON REPORTS

UNFINISHED BUSINESS

- | | |
|--|----|
| 1. Consider awarding bid for Barker's Alps Park Phase I improvements | 13 |
|--|----|

NEW BUSINESS

- | | |
|---|----|
| 1. Consider hiring PEER Engineering to provide services related to the Barker's Alps Site Improvement Project and solicit bids for environmental engineering monitoring for the project | 14 |
|---|----|

TAB #

- | | |
|--|----|
| 2. Consider appraisal of property at 297 Lake Street South, Bayport, MN | 15 |
| 3. PERA phased retirement agreement for City Administrator and review timeline and hiring process for new City Administrator | 16 |

COUNCIL ITEMS AND ANNOUNCEMENTS

CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS

- 1.
- 2.

ADJOURNMENT

DATE April 21, 2009

DEPARTMENT Administration

MOTION
BY COMMISSIONER _____

SECONDED BY
COMMISSIONER _____

Resolution of Support

Yellow Ribbon Network of Washington County

WHEREAS: Many families support their military service members who are serving in the United States and overseas to protect the values and freedom enjoyed by the citizens of the United States of America; and

WHEREAS: The Yellow Ribbon Network of Washington County has been formed to connect local military family members with citizens and organizations such as cities, townships, schools, churches, community groups, businesses, and government agencies that can provide assistance and support in various forms to family members including spouses and children; and

WHEREAS: The Yellow Ribbon Network of Washington County will build on the existing strengths of organizations already providing support of service personnel and their families by adding to the community support and awareness for helping spouses and children in ways to lessen their burden while a family member is deployed to protect our country; and

WHEREAS: The Yellow Ribbon Network of Washington County encourages communities and citizens to work together to support the active duty troops and their families; and

NOW, THEREFORE BE IT RESOLVED THAT, the Washington County Board of Commissioners acknowledges with grateful appreciation, respect, and admiration, the sacrifices of military personnel who are leaving home and their loved ones to serve our nation; and

BE IT FURTHER RESOLVED, that the Washington County Board of Commissioners fully supports the efforts of the Yellow Ribbon Network of Washington County to support family members of service personnel during deployments to defend the democratic values of the United States of America.

ATTEST:

COUNTY ADMINISTRATOR

CHAIRMAN, COUNTY BOARD

	YES	NO
HEGBERG	_____	_____
KRIESEL	_____	_____
PETERSON	_____	_____
PULKRABEK	_____	_____
WEIK	_____	_____

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBER**

**May 4, 2009
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor Nowaczek called the regular City Council meeting of May 4, 2009 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 Judy Seeberger

Members Absent: None

Others Present: Administrator Mike McGuire, Fire Chief Mike Bell, Police Chief Laura Eastman, Engineer Barry Peters, Assistant City Administrator/ Planner Sara Taylor, and Attorney Nick Vivian

PROCLAMATIONS/COMMENDATIONS/PETITIONS

1. The April 2009 recycling award went to John Mariana.
2. Police Officer Dave Wynia announced the Bayport Police Department would be holding its annual Safety Camp for youth entering grades 3-5 on June 15-16, 2009, at Lakeside Park. Interested parties were encouraged to register as soon as possible. Registration forms have been dropped off at area schools, are available at City Hall and on the city's website. Police Chief Eastman stated Croixdale would be hosting a community watch program meeting on Tuesday, May 26, 2009, 6:00 p.m., and the public is invited to attend.
3. Police Chief Eastman displayed a picture of the new police squad car, a black and white Dodge Charger, and noted it is more fuel efficient than the Durango squad vehicles.
4. Mayor Nowaczek stated the latest Department of Health testing continues to indicate no TCE present in Bayport's water after it passes through the air stripper.

OPEN FORUM

1. Pam Polzin, 241 6th Street North, indicated that her hedges were damaged when city crews trimmed trees. Administrator McGuire requested that Ms. Polzin contact City Hall with her phone number and then the Public Works supervisor would assess the damage, and city staff would take the appropriate action on Ms. Polzin's concern.
2. Andy Olson, Stillwater Area High School Girls' Soccer Coach, requested approval to fundraise in Bayport on June 22nd to benefit the boys' and girls' soccer teams. Team members and chaperones would go door-to-door selling logos for placement on curbs/driveways/garage doors. Councilmembers were supportive of the effort but requested logos not be painted on city sidewalks.

It was moved by Councilmember Carlson and seconded by Councilmember Kraftson to approve the Stillwater Area High School fundraising effort during the month of June 2009. Motion carried.

AMENDMENTS TO AGENDA

1. Councilmember Seeberger requested that revisions to city ordinance section 729.03 (small bird and fowl permit requirements) be discussed. She requested allowing up to four birds/fowl and that the annual licensing requirement be altered. It will be added as #3 under new business.
2. Councilmember Kraftson requested that discussion of the administrative budget be added as item #4 under new business.

Mayor Nowaczek requested that future additions to the agenda be made in advance of the meeting.

CONSENT AGENDA

Mayor Nowaczek read items 1-11 on the consent agenda. Councilmember Carlson requested clarification on the process of filling the remaining openings on the Bayport Fire Department. Administrator McGuire indicated background checks are being conducted on other applicants and the city is advertising additional openings. He also noted councilmembers were given a handout regarding a request for a \$300.00 donation for the Memorial Day parade, which is an additional part of consent item #11.

Councilmember Carlson introduced the following resolution, adding approval of the \$300.00 donation request to the Bayport American Legion for the Memorial Day parade, and moved its adoption:

Resolution 09-08

RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, APPROVING CONSENT AGENDA ITEMS 1-11 FROM THE MAY 4, 2009 CITY COUNCIL AGENDA

1. April 6, 2009 City Council regular meeting minutes
2. April payables and receipts
3. April building, plumbing and mechanical permits
4. Special event application and lawful gambling permit for Andersen Corporation ALCO picnic at Lakeside Park
5. Temporary liquor license for Bayport Marina
6. Posting "no parking" signs on Point Road
7. Accept a \$9,087.00 donation form the Bayport Fire Relief Association to purchase a new thermal imaging camera for the fire department
8. Change order for Perro Creek Outlet Project
9. Lawful gambling permit for American Legion to conduct pull-tabs at Captain's Corner, 193 3rd Street North, Bayport, MN 55003
10. Authorization to add two new members to the fire department
11. Special event application for Memorial Day parade

The motion for adopting the foregoing resolution was duly seconded by Councilmember Johnson. Councilmember Kraftson inquired whether the city had changed its policy on charitable contributions and recommended the City Council have guidelines for consistency when approving donations. Attorney Vivian noted councilmembers should consider donations that would cover expenses for services the city would typically provide but may not have funding for, but not requests that are purely charitable requests.

Upon roll call being taken, the following voted via voice:

Jon Nowaczek – aye
Connie Carlson – aye

Dan Johnson – aye
Torry Kraftson – aye

Judy Seeberger – aye

PUBLIC HEARINGS – None

COUNCIL LIAISON REPORTS

Councilmember Seeberger reported the Planning Commission did not meet in April.

Councilmember Kraftson reported on the April 9, 2009 meeting of the Middle St. Croix Watershed Management Organization (MSCWMO). A NEMO-sponsored workshop will be held for city staff and officials on June 17, 2009, to discuss the issue of water contamination. The next MSCWMO meeting is scheduled for Thursday, May 14, 2009, 7:00 p.m., at the Valley Ridge Mall.

Councilmember Johnson reported on the April 15, 2009 Cable Commission meeting, noting another vehicle had been purchased to meet the needs of the technicians. The next meeting will be held on Wednesday, June 17, 2009, 7:00 p.m., at the Valley Ridge Mall, and is open to the public.

Councilmember Johnson reported on the April 23, 2009 meeting of the Library Board. The 2008 audit was discussed and \$5,300.00 was raised at the annual author's luncheon last month. The next meeting is scheduled for Thursday, May 27, 2009, 6:00 p.m., at the library, and the public is invited to attend.

Councilmember Carlson reported the Lower St. Croix Partnership would meet on Thursday, May 21, 2009, 7:00 p.m., at the St. Croix County Government Center.

UNFINISHED BUSINESS

Consider a special event application and request to conduct a seasonal farmer's market at Perro Park: Patti Alt indicated the Bayport Community Action League (BCAL) had submitted a special event application to hold a farmer's market on the ball field at Perro Park on Mondays from 3:00 p.m.-7:00 p.m., beginning July 13th through October 26th. Rules and regulations for vendors have been established, and eight vendors have already expressed interest in participating, with 15 vendors anticipated. Attorney Vivian stated he has reviewed the request from a legal standpoint and no issues were identified.

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to approve the special event application request as submitted by the BCAL to conduct a seasonal farmer's market at Perro Park on Mondays, 3:00 p.m.-7:00 p.m., July 13, 2009-October 26, 2009.

Final review of base bid package and alternate bid items for Phase I improvements to Barker's Alps Park: Landscape architect Larry Wacker stated he has been working with civil engineers on the construction documents for Phase 1 improvements, which he plans to advertise for bids on May 5th. He reported that the improvements at the south end of the park are being bid as alternates because an agreement has yet to be concluded with Neighborhood Development Partners (NDP), which will provide additional funding for improvements through the 429 assessment process. He reviewed the playground equipment for the south end of park, indicating \$160,000.00 has been budgeted for this purpose. Discussion followed on whether noise would be an issue with placement of the basketball court. Mr. Wacker noted there is approximately 200 feet between the proposed half court and the nearest residential property lot line, and he feels confident the placement and size of the court will attract a younger age group, which would minimize noise issues. There are no plans for adding play equipment in the lower portion of the park in this improvement phase. Mr. Wacker indicated there are no plans for irrigating the ball fields at this time, but it would be reasonable to add irrigation at a later date. Restoration of the area will be by done by seeding, which is expected to be done in middle to late August. It was suggested that staff remind the St. Croix Valley Athletic Association that the south field would be unusable once construction begins.

Administrator McGuire stated NDP is requesting a commitment from the city for use of the 429 public improvement process for the completion of all subdivision improvements, including sewer, water, and street installation, as well as prairie restoration. This could amount to \$20,000.00-\$25,000.00 per lot, with 70 lots yet to be developed. He does not believe there is a great risk to the city with this type of process; however, he does not recommend proceeding with a formal commitment at this time because it could be several years before the improvements are actually made, but rather a more conceptual discussion. Councilmembers voiced concern with expanding the scope of the 429 process improvements beyond the park project that is well defined, to major infrastructure projects that are ill-

defined at this time. Mr. Wacker is hopeful the NDP funding agreement can be finalized by June 1st when the bid will be awarded.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to approve the plans and specifications for the Barker's Alps Park Phase I improvements and authorize bidding for the project. Motion carried.

Consider fees for PERA special legislation: Administrator McGuire reviewed the city's action to promote legislation relating to the PERA 30-day separation rule and related attorney's fees in the amount of \$7,655.50. Mayor Nowaczek indicated the city had hoped the special legislation effort, if passed, would grandfather Administrator McGuire's case into the new legislation and would not require him to take a 30-day separation, beginning May 31, 2009. It is anticipated legislation will pass eliminating the separation rule for future retirees, but it would not apply to Administrator McGuire. Due to the timing of the required action, there was not enough time to get City Council approval to engage the lobbyist Best & Flanagan, LLP, and Administrator McGuire stated he would guarantee the bill, if need be. Administrator McGuire would like the city to pay the entire amount, but Mayor Nowaczek indicated his understanding was that the cost would be split 50-50. Councilmember Carlson stated it was her understanding that the fees would be split between Administrator McGuire and the city. Councilmember Seeberger stated she was not in favor of expending any city funds, as the bill was not incurred on behalf of the City Council, and her understanding was that Administrator McGuire would pursue this action on his own. Councilmember Johnson believes the city stood to benefit from the effort and is in favor of the city paying a portion of the fee. Councilmember Kraftson indicated he would support a 50-50 split since Mayor Nowaczek, on behalf of the City Council, had discussed a split payment with Administrator McGuire.

It was moved by Councilmember Johnson and seconded by Councilmember Kraftson to pay fifty percent of the bills from Best & Flanagan, LLP, and Lockridge Grindal Nauen, PLLP, relating to the Public Employees Retirement Association matter that the city had requested lobbyist services for. Motion carried 4-1, with Councilmember Seeberger voting nay.

Update on 2009 Recycling and Solid Waste Scholarship and alternate use of funds: Despite aggressive promotion of the program, no applications have been received this year for the \$500.00 scholarship. Assistant Administrator Taylor indicated there is a need for recycling receptacles, signage and decals at city parks, and Allied Waste supports this alternate use of funds.

It was moved by Councilmember Carlson and seconded by Councilmember Seeberger to use the \$500.00 surplus from the Allied Waste recycling and solid waste scholarship to purchase recycling receptacles and related materials. Motion carried.

NEW BUSINESS

Consider an ordinance amendment to Chapter 2 Administration requiring background investigations for employment candidates: Attorney Vivian reported the State of Minnesota requires cities to have an ordinance specifying that criminal background checks can be performed on employment candidates. This amendment adds the required language and approval is recommended.

Councilmember Johnson introduced the following ordinance and moved its adoption:

Ordinance #806

AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, AMENDING CHAPTER 2 ADMINISTRATION, ARTICLE VIII PERSONNEL POLICY, OF THE BAYPORT CITY CODE

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

Jon Nowaczek – aye
Connie Carlson – aye

Dan Johnson – aye
Torry Kraftson – aye

Judy Seeberger – aye

Consider authorization to complete a feasibility report for 2009 sidewalk improvements: Engineer Peters reviewed the city’s history of annually replacing areas of public sidewalks that pose a safety issue, noting the 2009 budget includes \$20,000.00 for a sidewalk improvement project. In addition, the City Council previously approved up to \$20,000.00 for replacement or installation of approved handicapped pedestrian ramps, and staff recommended approval of a single improvement project to address both improvements. A feasibility report, public improvement hearing and assessment hearing are required for the sidewalk improvement portion of the project. Authorization is requested to have SEH prepare the feasibility report, for a fee not to exceed \$1,000.00, and to set the public improvement hearing for the June 1, 2009 City Council meeting. Staff has not yet determined the sidewalk areas to be improved, and, if feasible, entire blocks of sidewalk would be replaced. Discussion followed on deferring this type of project, given the current economy, and it was noted the city was likely to receive very favorable quotes at this time.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 09-09

RESOLUTION ORDERING FEASIBILITY REPORT AND CALLING PUBLIC HEARING ON IMPROVEMENTS FOR 2009 SIDEWALK REPLACEMENT PROJECT

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

Jon Nowaczek – aye
Connie Carlson – aye

Dan Johnson – aye
Torry Kraftson – aye

Judy Seeberger – aye

Discuss the city ordinance regulating chickens: Councilmember Seeberger stated she has had two hens and requested that the ordinance be revised to allow for up to four small birds/fowl. She also questioned the necessity of requiring applicants to obtain written approval from neighbors as part of the annual licensing process. Administrator McGuire noted that the first year of permitting small birds/fowl in the city has gone well, and staff believes obtaining annual approval from neighbors is not necessary. The general consensus of the councilmembers was to allow up to four small birds/fowl and to allow city staff to renew the licenses administratively. Attorney Vivian clarified that the current ordinance does not require the annual consent of the adjacent property owners.

It was moved by Councilmember Seeberger and seconded by Councilmember Carlson to authorize staff to draft an amendment to Chapter 729 regarding small bird and fowl to allow up to four small birds/fowl and to note that city policy authorizes staff to handle the licensing administratively and require neighbor consent, only as deemed necessary by complaints received. Motion carried.

A revised ordinance will be brought to the June meeting for approval.

Discuss administration budget issues: Councilmember Kraftson distributed a memo detailing suggested changes to the current administrative structure in light of the anticipated cuts in state aid. The proposed changes would eliminate the assistant administrator position as of January 1, 2010; terminate the contract with McGuire Management Services; and begin the search for a new administrator. He believes

the administrative salaries paid by the City of Bayport are out of line when compared to area cities of comparable size. Discussion ensued on following established procedures for adding agenda items in order to allow adequate time to review materials. Councilmember Johnson recommended reading the book, Extraordinary Board Leadership. Mayor Nowaczek and Councilmember Johnson stressed the importance of retaining institutional memory and experience. Mayor Nowaczek proposed scheduling a workshop special meeting to explore the issues raised by Councilmember Kraftson. Administrator McGuire stated the numbers quoted by Councilmember Kraftson are inaccurate and suggested scheduling a quarterly workshop review of the administration department, similar to the review of the fire department prior to tonight's meeting. Councilmembers Seeberger and Carlson encouraged scheduling the review in May, instead of waiting until the next quarter. Mayor Nowaczek noted there appears to be fundamental philosophical differences amongst councilmembers and two separate meetings may be needed, the first one in the next few weeks, followed by the administration department review suggested by Administrator McGuire.

It was moved by Councilmember Carlson and seconded by Councilmember Kraftson to set a special meeting for Monday, May 18, 2009, at 5:00 p.m., to review administrative budget issues. Motion carried.

Mayor Nowaczek and Councilmembers Seeberger and Carlson thanked Councilmember Kraftson for bringing the issue up for City Council discussion. Councilmember Seeberger noted she does not believe the actions proposed would immediately upset the city's administrative structure, since there is a 90-day termination clause in Administrator McGuire's contract.

COUNCIL ITEMS AND ANNOUNCEMENTS

1. Councilmember Kraftson stated that residents should be aware that the Stillwater Marathon would be utilizing a portion of Bayport roadways for its course on Sunday morning, May 24, 2009. Chief Eastman indicated planning sessions continue for the marathon and it has not been decided whether portions of Highway 95 and 5th Avenue North would be closed to traffic during the event. She indicated her department is working to ensure a safe event for participants and residents.
2. Councilmember Carlson announced that the Bayport American Legion would be having a smelt fry on Saturday, May 23, 2009, from 3:30 p.m.-7:30 p.m., followed by a free dance, with DJ, Chopper, from 8:00 p.m. to midnight.

CITY ADMINISTRATOR STAFF ITEMS AND ANNOUNCEMENTS

Update on merchandise and recreational equipment available at beach house: The following items will be available for purchase this season at the Lakeside Park concession stand: floating devices, sunscreen, goggles and beach toys. The city will also have some recreational equipment available for checkout, with appropriate identification, which may include horseshoes, volleyball net and ball, bocce ball, waffle ball, Frisbee, Nerf football, all-purpose kickball, and plastic lawn games. It was noted that the policy regarding floating devices has been revised, and new signage indicating they are allowed at the beach has been installed.

Update on local government aid (LGA) funding: There is no further word on cuts to LGA and staff continues to believe the city is well positioned financially to respond to anticipated reduction in state aid. It may be the middle of June before LGA funding is announced.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Seeberger to adjourn the meeting at 8:12 p.m. Motion carried.

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MINUTES
COUNCIL CHAMBERS
May 4, 2009
5:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor Nowaczek called the City Council workshop meeting of May 4, 2009 to order at 5:00 p.m.

ROLL CALL

Members Present: Mayor Jon Nowaczek, Councilmembers Connie Carlson, Dan Johnson, Torry Kraftson, and Judy Seeberger

Members Absent: None

Others Present: Administrator Mike McGuire, Assistant City Administrator/Planner Sara Taylor, Fire Chief Mike Bell, and Rescue Captain/Engineer Mike Galowitz

FIRE DEPARTMENT OVERVIEW

Fire Chief Mike Bell gave an overview of the following items, related to the department:

- current membership and staffing
- services provided
- equipment
- service call volume
- budget
- future goals

Each of the items were discussed and the City Council followed up on the discussion with some additional questions related to the items presented.

ADJOURNMENT

Mayor Nowaczek adjourned the workshop at 5:55 p.m.

**CITY OF BAYPORT
CITY COUNCIL SPECIAL MEETING MINUTES
COUNCIL CHAMBERS
May 18, 2009
5:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor Nowaczek called the City Council workshop meeting of May 18, 2009 to order at 5:00 p.m.

ROLL CALL

Members Present: Mayor Jon Nowaczek, Councilmembers Connie Carlson, Dan Johnson, Torry Kraftson, and Judy Seeberger

Members Absent: None

Others Present: Administrator Mike McGuire, Assistant City Administrator/Planner Sara Taylor, Attorney Nick Vivian

GENERAL GOVERNMENT AND ADMINISTRATION DEPARTMENT BUDGET AND OPERATIONS OVERVIEW

Administrator McGuire provided an overview of the budget, staffing and operations of General Government, the services provided through City Hall. The following were highlighted:

- The City of Bayport operates under a statutory Plan A form of government, with the City Council serving as the Board of Directors and the City Administrator supervising all city departments.
- The four major city departments are General Government, Fire, Police and Public Works.
- There has been a reduction in the city levy of approximately 20 percent since 2002, from \$1,275,594.00 in 2002 to \$1,022,533.00 in 2009.
- General Government is made up of six areas – Planning and Zoning, Administration, Mayor and City Council, Municipal Buildings, Recycling and Elections – with five full-time staff serving these areas.
- The General Government budget comprises approximately 25 percent of the total city budget.
- Approximately 50 percent of the building official's compensation is recouped through a contract with the City of Lakeland and surrounding cities.
- The City of Bayport's existing structure and staffing levels is similar to that of five comparable cities in the metro area.

CITY COUNCIL DISCUSSION AND COMMENTS

The special meeting continued with discussion amongst staff and the City Council on the information presented by Administrator McGuire. Staffing options, as well as the hiring process of a new administrator were highlights of the discussion. Administrator McGuire indicated he plans on retiring by the end of the year and would like to assist with the hiring and transition process. He stressed the importance of selecting a person with a strong finance/budgeting/human resources background. Administrator McGuire is limited to working 1,044 hours per calendar year, beginning June 1, 2009, and anticipates reducing his hours to meet this requirement. Councilmembers indicated they would like a

selection subcommittee formed to keep the process on track, with participation by members of the City Council and possibly city staff. Councilmembers noted the importance of starting the hiring process soon and suggested holding another workshop to begin the selection process and discuss future organizational needs.

It was moved by Councilmember Johnson and seconded by Councilmember Carlson to set a City Council workshop meeting to further discuss administrative staffing on Monday, June 1, 2009, at 5:00 p.m. Motion carried.

FINAL COMMENTS

Councilmember Kraftson noted there may have been a better way to bring up the subject of administrative staffing and appreciated the opportunity to work together as a group to move the matter forward.

ADJOURNMENT

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to adjourn the meeting at 6:50 p.m. Motion carried.

REVENUE SUMMARY YTD THRU 05/31/09

FUND	FUND Descr	2009 Budget	2009 YTD Amt	2009 % of Budget	2009 % of Budget Remain
		\$0 00	\$0 00	0 00%	0 00%
101	GENERAL	\$2,135,878 00	\$283,418 14	13 27%	86 73%
102	STREET RECONSTRUCTION	\$0 00	\$0 00	0 00%	0 00%
103	GO TIF BD FUND 1990 CAP PROJ	\$0 00	\$0 00	0 00%	0 00%
106	TIF ECON DEV DIST 2	\$0 00	\$0 00	0 00%	0 00%
107	TIF REDEVELOPMENT DISTRICT 2-1	\$0 00	\$0 00	0 00%	0 00%
200	FIRE EQUIPMENT REPLACEMENT FUN	\$0 00	\$400 00	0 00%	0 00%
202	DRUG FORFEITURE	\$0 00	\$10 17	0 00%	0 00%
203	PUBLIC WORKS EQUIPMENT REPL	\$0 00	\$0 00	0 00%	0 00%
204	RECREATION CAP EQUIP & MAINT	\$0 00	\$3,443 10	0 00%	0 00%
205	TAX STABILIZATION FUND	\$0 00	\$0 00	0 00%	0 00%
206	WATER/SEWER IMPROVEMENT FUND	\$0 00	\$28,719 38	0 00%	0 00%
207	PARK IMPROVEMENT FUND	\$0 00	\$1,000 00	0 00%	0 00%
208	PRISON SEWER PROJECT	\$0 00	\$0 00	0 00%	0 00%
209	DEVELOPER REIMBURSED PROJECTS	\$0 00	\$0 00	0 00%	0 00%
210	K-9 UNIT	\$0 00	-\$6,230 00	0 00%	0 00%
211	LIBRARY	\$286,447 00	\$2,515 70	0 88%	99 12%
303	GO TIF BOND 1990 DEBT SERVICE	\$0 00	\$0 00	0 00%	0 00%
412	CEMETERY CAPITAL IMPROV	\$0 00	\$0 00	0 00%	0 00%
413	POLICE EQUIPMENT FUND	\$0 00	\$1,850 00	0 00%	0 00%
414	OFFICE AUTOMATION	\$0 00	\$0 00	0 00%	0 00%
415	MUNICIPAL BLDGS MAINT	\$0 00	\$0 00	0 00%	0 00%
601	WATER	\$432,649 00	\$47,753 34	11 04%	88 96%
602	SEWER	\$641,750 00	\$285,776 22	44 53%	55 47%
800	INVESTMENTS-POOLED	\$0 00	\$278 56	0 00%	0 00%
803	P & Z ESCROWS	\$0 00	\$147,647 50	0 00%	0 00%
851	NON EXP TRUST	\$0 00	\$0 00	0 00%	0 00%
		\$3,496,724 00	\$796,582 11	22 78%	77 22%

MONTHLY RECEIPTS

Period Name: MAY

FUND	Tran Date	Amount	Refer Comments	Account Descr
FUND 101 GENERAL				
101	5/19/2009	\$35 00	15636 PAUL SKARET - NSF SERVICE CHARGE	R 101-00000-33100 ADMINIST
101	5/7/2009	\$10,000 00	15609 SAC	G 101-20102 S A C CHARGE
101	5/7/2009	\$0 50	15598 SURCHARGE	G 101-20104 STATE SURCHA
101	5/7/2009	\$0 50	15604 AUTO GARAGE DOOR & FIRE PLACE -	G 101-20104 STATE SURCHA
101	5/7/2009	\$174 70	15609 SURCHARGE	G 101-20104 STATE SURCHA
101	5/13/2009	\$0 50	15617 SURCHARGE	G 101-20104 STATE SURCHA
101	5/13/2009	\$1 50	15619 SURCHARGE	G 101-20104 STATE SURCHA
101	5/13/2009	\$0 50	15620 SURCHARGE	G 101-20104 STATE SURCHA
101	5/13/2009	\$2 30	15621 SURCHARGE	G 101-20104 STATE SURCHA
101	5/13/2009	\$2 00	15623 SURCHARGE	G 101-20104 STATE SURCHA
101	5/13/2009	\$7 20	15626 SURCHARGE	G 101-20104 STATE SURCHA
101	5/19/2009	\$0 50	15631 SURCHARGE	G 101-20104 STATE SURCHA
101	5/26/2009	\$0 50	15651 SURCHARGE	G 101-20104 STATE SURCHA
101	5/28/2009	\$3 00	15659 SURCHARGE	G 101-20104 STATE SURCHA
101	5/13/2009	\$3 38	15622 SALES TAX	G 101-20603 SALES TAX PAY
101	5/13/2009	\$16 88	15624 SALES TAX	G 101-20603 SALES TAX PAY
101	5/13/2009	\$6 75	15627 SALES TAX	G 101-20603 SALES TAX PAY
101	5/19/2009	\$3 38	15638 SALES TAX	G 101-20603 SALES TAX PAY
101	5/26/2009	\$16 38	15643 TRACY MAGLER - PARK RESERVATION	G 101-20603 SALES TAX PAY
101	5/28/2009	\$14 24	15660 TAX	G 101-20603 SALES TAX PAY
101	5/19/2009	\$37 10	15640 DENTAL	G 101-27107 DELTA DENTAL
101	5/19/2009	\$403 04	15640 MEDICAL	G 101-27109 MEDICA
101	5/19/2009	\$21,603 42	15642 PERA - REFUND ATTORNEY COST	E 101-41200-300 PROF SER-
101	5/13/2009	\$200 00	15628 WTI - WASTE TECHNOLOGY, INC - REF	R 101-41240-32100 BUSINES
101	5/13/2009	\$30 00	15619 CONTRACTOR LIC	R 101-41910-32100 BUSINES
101	5/13/2009	\$165 00	15619 SIGN FEE	R 101-41910-32200 NONBUSI
101	5/19/2009	\$250 00	15639 MI-TECH SERVICES, INC	R 101-41910-32200 NONBUSI
101	5/7/2009	\$639 19	15609 PLAN REVIEW	R 101-41910-32210 BUILDING
101	5/7/2009	\$2,556 75	15609 PERMIT	R 101-41910-32210 BUILDING
101	5/13/2009	\$75 00	15617 PERMIT	R 101-41910-32210 BUILDING
101	5/13/2009	\$118 00	15621 PERMIT	R 101-41910-32210 BUILDING
101	5/13/2009	\$103 25	15623 PERMIT	R 101-41910-32210 BUILDING
101	5/13/2009	\$309 75	15626 PERMITS	R 101-41910-32210 BUILDING
101	5/26/2009	\$177 50	15651 PLAN REVIEW	R 101-41910-32210 BUILDING
101	5/28/2009	\$86 29	15659 PLAN REVIEW	R 101-41910-32210 BUILDING
101	5/28/2009	\$132 75	15659 PERMIT FEE	R 101-41910-32210 BUILDING
101	5/13/2009	\$75 00	15620 PERMIT	R 101-41910-32220 PLUMBIN
101	5/19/2009	\$75 00	15631 PERMIT	R 101-41910-32220 PLUMBIN
101	5/26/2009	\$710 00	15651 PERMIT	R 101-41910-32220 PLUMBIN
101	5/7/2009	\$75 00	15598 PERMIT	R 101-41910-32230 MECHANI
101	5/7/2009	\$75 00	15604 PERMIT	R 101-41910-32230 MECHANI
101	5/26/2009	\$150 00	15648 VARIANCE	R 101-41910-34100 P & Z PE
101	5/28/2009	\$1,490 83	15661 BUILDING PERMIT	R 101-41910-34103 LAKELAN
101	5/7/2009	\$10 00	15597 PET LIC	R 101-42100-32240 ANIMAL F
101	5/7/2009	\$20 00	15597 PET LIC	R 101-42100-32240 ANIMAL F
101	5/28/2009	\$10 00	15658 SUSAN FISK - PET LICENSE	R 101-42100-32240 ANIMAL F
101	5/7/2009	\$150 00	15597 ADM FEE	R 101-42100-33100 ADMINIST
101	5/7/2009	\$40 00	15593 CHARLOTTE FLIPP - SAFETY CAMP	R 101-42100-34105 USER FE
101	5/7/2009	\$240 00	15605 SAFETY CAMP	R 101-42100-34105 USER FE
101	5/13/2009	\$640 00	15625 SAFETY CAMP - 16 REGISTRATIONS	R 101-42100-34105 USER FE
101	5/13/2009	\$40 00	15629 FENA # 5370	R 101-42100-34105 USER FE
101	5/13/2009	\$40 00	15629 SLUSS # 6874	R 101-42100-34105 USER FE
101	5/19/2009	\$40 00	15632 WILLIAMS #4103	R 101-42100-34105 USER FE
101	5/19/2009	\$40 00	15632 GLASRUD #8117	R 101-42100-34105 USER FE
101	5/19/2009	\$40 00	15641 CVEYKUS #6579	R 101-42100-34105 USER FE
101	5/19/2009	\$40 00	15641 MALICKI #5728	R 101-42100-34105 USER FE
101	5/19/2009	\$40 00	15641 DIMARTINI #3651	R 101-42100-34105 USER FE
101	5/26/2009	\$80 00	15644 OLSON #825	R 101-42100-34105 USER FE
101	5/26/2009	\$40 00	15644 KOHN #12545	R 101-42100-34105 USER FE
101	5/26/2009	\$40 00	15650 STEVEN ROLL - SAFETY CAMP	R 101-42100-34105 USER FE

MONTHLY RECEIPTS

Period Name: MAY

FUND	Tran Date	Amount	Refer Comments	Account Descr
101	5/28/2009	\$40 00	15657 KARI GAVIC-DELANEY / SAFETY CAMP	R 101-42100-34105 USER FE
101	5/7/2009	\$1 50	15596 JENNIFER LOPEZ - REPORTS/COPIES -	R 101-42100-34201 POLICE A
101	5/26/2009	\$2,298 77	15654 WASHINGTON FINE FEE - APRIL 09	R 101-42100-35101 COURT FI
101	5/19/2009	\$650 00	15637 1998 PONTIAC GRAND PRIX	R 101-42100-37306 SALE OF
101	5/7/2009	\$20 00	15601 MN NATIVE LANDSCAPES - BURN PER	R 101-42200-32200 NONBUSI
101	5/7/2009	\$10 00	15608 DAVE SHOTLEY - BOAT TRAILER PERM	R 101-43200-34780 PARK FE
101	5/7/2009	\$10 00	15611 SCOTT LOUX - BOAT TRAILER PERMIT	R 101-43200-34780 PARK FE
101	5/7/2009	\$500 00	15612 ST PATRICK'S CONGREGATION - PARK	R 101-43200-34780 PARK FE
101	5/7/2009	\$20 00	15613 JIM MILLIKEN - BOAT TRAILER PERMIT	R 101-43200-34780 PARK FE
101	5/7/2009	\$367 00	15614 CASH - DROP BOX/BOAT TRAILER PAR	R 101-43200-34780 PARK FE
101	5/7/2009	\$10 00	15616 NORMAN LUCKEY - BOAT TRAILER LIC	R 101-43200-34780 PARK FE
101	5/13/2009	\$250 00	15624 PARK FEES	R 101-43200-34780 PARK FE
101	5/13/2009	\$100 00	15627 PARK FEE	R 101-43200-34780 PARK FE
101	5/19/2009	\$10 00	15630 BOAT TRALER PERMIT	R 101-43200-34780 PARK FE
101	5/19/2009	\$10 00	15633 ROBIN STANISLOW - BOAT TRAILER PE	R 101-43200-34780 PARK FE
101	5/19/2009	\$10 00	15634 LOREN BIORKEK - BOAT TRAILER PER	R 101-43200-34780 PARK FE
101	5/26/2009	\$250 00	15643 TRACY MAGLER - PARK RESERVATION	R 101-43200-34780 PARK FE
101	5/26/2009	\$20 00	15652 RAL WESTLIN & CASH	R 101-43200-34780 PARK FE
101	5/28/2009	\$196 76	15660 5/22/09-5/27/09	R 101-43200-34780 PARK FE
101	5/28/2009	\$140 00	15662 LAKESIDE PARK - BOAT TRAILER PARK	R 101-43200-34780 PARK FE
101	5/13/2009	\$50 00	15622 RENTAL FEE	R 101-43200-36220 RENTAL I
101	5/19/2009	\$50 00	15638 RESERVATION	R 101-43200-36220 RENTAL I
101	5/7/2009	\$200 00	15603 ESTATE OF EVELYN SERIER - BURIAL F	R 101-43300-34940 CEMETE
101	5/7/2009	\$75 00	15607 JAMES BELL - MARKING FEE FOR CEM	R 101-43300-34940 CEMETE
101	5/13/2009	\$700 00	15618 BRADSHAW MORTUARY - CASKET BUR	R 101-43300-34940 CEMETE
101	5/26/2009	\$75 00	15646 ALBERT BEAUDET - MARKER PLACEME	R 101-43300-34940 CEMETE
FUND 101 GENERA		\$47,441 61		
FUND 202 DRUG FORFEITURE				
202	5/7/2009	\$9 66	15615 CASH/POLICE DEPT - ICR #108501311	R 202-42102-36249 DRUG FO
FUND 206 WATER/SEWER IMPROVEMENT FUND				
206	5/14/2009	\$108 84	0 UB AR Surc 23 TRUNK SEWER	R 206-00000-37106 TRUNK W
206	5/13/2009	\$175 44	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	5/13/2009	\$59 82	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	5/5/2009	\$233 30	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	5/5/2009	\$236 12	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	5/5/2009	\$8 32	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	5/5/2009	\$4,159 50	0 UB Receipt Surc 23 TRUNK SEWER	G 206-12103 A/R GEN BILLIN
206	5/13/2009	\$67 88	0 UB Receipt Serv 37 TRUNK S/COMM	G 206-12103 A/R GEN BILLIN
206	5/13/2009	\$164 82	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	5/5/2009	\$9 38	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	5/19/2009	\$95 86	0 UB Receipt Serv 36 TRUNK S/RESI	G 206-12103 A/R GEN BILLIN
206	5/19/2009	\$105 67	0 UB Receipt Serv 26 TRUNK W/RESI	G 206-12103 A/R GEN BILLIN
206	5/19/2009	\$0 22	0 UB Receipt Serv 27 TRUNK W/COMM	G 206-12103 A/R GEN BILLIN
206	5/27/2009	\$1 20	0 UB AR Re-trans SERV 26 TRUNK W/RESI	R 206-41900-37106 TRUNK W
206	5/26/2009	\$3 57	0 UB AR Re-trans SERV 26 TRUNK W/RESI	R 206-41900-37106 TRUNK W
206	5/4/2009	\$3 00	0 UB AR Serv 26 TRUNK W/RESI	R 206-41900-37106 TRUNK W
206	5/27/2009	\$0 57	0 UB AR Re-trans SERV 36 TRUNK S/RESI	R 206-41900-37206 TRUNK S
206	5/4/2009	\$3 18	0 UB AR Serv 36 TRUNK S/RESI	R 206-41900-37206 TRUNK S
206	5/26/2009	\$3 72	0 UB AR Re-trans SERV 36 TRUNK S/RESI	R 206-41900-37206 TRUNK S
FUND 206 WATER/		\$5,440 41		
FUND 211 LIBRARY				
211	5/28/2009	\$89 95	15664 LIBRARY - SERVICE CHG	R 211-45500-34760 LIBRARY
211	5/28/2009	\$150 00	15666 CASH - SERVICE CHG	R 211-45500-34760 LIBRARY
211	5/28/2009	\$310 00	15663 LIBRARY - ROOM RENTAL	R 211-45500-36220 RENTAL I
211	5/28/2009	\$150 00	15665 BAYPORT TUESDAY RADING CLUB - D	R 211-45500-36230 DONATIO

MONTHLY RECEIPTS

Period Name: MAY

FUND	Tran Date	Amount	Refer Comments	Account Descr
FUND 211 LIBRARY		\$699 95		
FUND 413 POLICE EQUIPMENT FUND				
413	5/19/2009	\$1,850 00	15637 2002 CHEVROLET IMPALA	R 413-41600-36241 REFUND
FUND 601 WATER				
601	5/5/2009	\$50 18	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	5/19/2009	\$0 45	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	5/13/2009	\$38 54	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	5/19/2009	\$880 55	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	5/19/2009	\$1 83	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	5/5/2009	\$103.54	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	5/5/2009	\$1,944 27	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	5/13/2009	\$1,461 90	0 UB Receipt Serv 1 WATER	G 601-14601 WATER BILLING
601	5/13/2009	\$81 67	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	5/13/2009	\$498 59	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	5/13/2009	\$13 52	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	5/13/2009	\$7 95	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	5/19/2009	\$8.90	0 UB Receipt Surc 19 STATE SER CH	G 601-14601 WATER BILLING
601	5/5/2009	\$4 77	0 UB Receipt Serv 8 SAFE WTR FE	G 601-14601 WATER BILLING
601	5/5/2009	\$7 30	0 UB Receipt Serv Pen 5 COMM WATER	G 601-14601 WATER BILLING
601	5/5/2009	\$78 14	0 UB Receipt Serv 5 COMM WATER	G 601-14601 WATER BILLING
601	5/19/2009	\$25 70	0 UB Receipt Serv Pen 1 WATER	G 601-14601 WATER BILLING
601	5/5/2009	\$6 13	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	5/13/2009	\$16 89	0 UB Receipt Surc 20 STATE TAX	G 601-14605 SALES TAX REC
601	5/27/2009	\$10 00	0 UB AR Re-trans SERV 1 WATER	R 601-46120-37110 WATER R
601	5/5/2009	\$35 45	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	5/26/2009	\$29 72	0 UB AR Re-trans SERV 1 WATER	R 601-46120-37110 WATER R
601	5/4/2009	\$25 00	0 UB AR Serv 1 WATER	R 601-46120-37110 WATER R
601	5/13/2009	\$3 12	0 UB UR Receipt Group 01 CITY WIDE	R 601-46120-37110 WATER R
601	5/7/2009	\$25 00	15595 WINGE ENTERPRISES, INC - RECONNE	R 601-46120-37110 WATER R
601	5/7/2009	\$1,067 50	15610 GLENYS SHLERS - WATER SERVICE RE	R 601-46120-37110 WATER R
601	5/26/2009	\$25.00	15647 AMERICAN CLASSIC HOMES, LLC	R 601-46120-37110 WATER R
601	5/26/2009	\$25.00	15649 MIDWEST REALTY NETWORK - WATER	R 601-46120-37110 WATER R
601	5/27/2009	\$0 63	0 UB AR Re-trans SURC 19 STATE SER CH	R 601-46120-37120 STATE S
601	5/4/2009	\$0 64	0 UB AR Surc 19 STATE SER CH	R 601-46120-37120 STATE S
601	5/26/2009	\$1 90	0 UB AR Re-trans SURC 19 STATE SER CH	R 601-46120-37120 STATE S
FUND 601 WATER		\$6,479 78		
FUND 602 SEWER				
602	5/5/2009	\$681 60	0 UB Receipt Serv 13 NSP SEWER	G 602-14602 SEWER BILLIN
602	5/26/2009	\$16,541 25	0 UB Receipt Serv 19 PRISON SEWER	G 602-14602 SEWER BILLIN
602	5/13/2009	\$13 52	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	5/13/2009	\$567 57	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	5/13/2009	\$81 67	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	5/5/2009	\$101 42	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	5/19/2009	\$798 65	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	5/5/2009	\$33,980 90	0 UB Receipt Serv 17 PLANT	G 602-14602 SEWER BILLIN
602	5/5/2009	\$69 64	0 UB Receipt Serv 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	5/5/2009	\$2 42	0 UB Receipt Serv Pen 25 COMM SEWER	G 602-14602 SEWER BILLIN
602	5/13/2009	\$1,373 69	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	5/19/2009	\$18 52	0 UB Receipt Serv Pen 10 SEWER	G 602-14602 SEWER BILLIN
602	5/5/2009	\$1,967 78	0 UB Receipt Serv 10 SEWER	G 602-14602 SEWER BILLIN
602	5/26/2009	\$30 97	0 UB AR Re-trans SERV 10 SEWER	R 602-46200-37210 SEWER R
602	5/27/2009	\$4 78	0 UB AR Re-trans SERV 10 SEWER	R 602-46200-37210 SEWER R
602	5/4/2009	\$26 50	0 UB AR Serv 10 SEWER	R 602-46200-37210 SEWER R
602	5/14/2009	\$16,541 25	0 UB AR Serv 19 PRISON SEWER	R 602-46200-37220 PRISON S
602	5/14/2009	\$907 00	0 UB AR Serv 13 NSP SEWER	R 602-46200-37230 NSP COL

MONTHLY RECEIPTS

Period Name: MAY

FUND	Tran Date	Amount	Refer Comments	Account Descr
FUND 602 SEWER		\$73,709 13		
FUND 803 P & Z ESCROWS				
803	5/26/2009	\$146,847 50	15653 MSCWM PERRO CREEK OUTLET - REF	R 803-80018-37303 STATE P
803	5/26/2009	\$300 00	15648 DUANCE JOHNSON - PLANNING & ZONI	R 803-80022-34100 P & Z PE
FUND 803 P & Z ES		\$147 147 50		
		\$282,778 04		

EXPENSE SUMMARY YTD THRU 05/31/09

5 MONTHS = 41.7

DEPT	DEPT Descr	2009 Budget	2009 YTD Amt	Balance	2009 % of Budget	2009 % of Budget Remain
FUND 101 GENERAL						
00000	GENERAL GOVERNMENT	\$0 00	\$0 00	\$0 00	0 00%	0 00%
141100	ELECTIONS	\$1,000 00	\$856 00	\$144 00	85 60%	14 40%
141200	MAYOR & COUNCIL	\$144,846 00	\$66,643 80	\$78,202 20	46 01%	53 99%
141240	RECYCLING	\$9,495 00	\$2,109 55	\$7,385 45	22 22%	77 78%
141400	ADMINISTRATION	\$152,887 54	\$59,304 58	\$93,582 96	38 79%	61 21%
141903	DEBT SERVICE	\$0 00	\$0 00	\$0 00	0 00%	0 00%
141910	PLANNING & ZONING	\$210,168 00	\$80,749 45	\$129,418 55	38 42%	61 58%
141940	MUNICIPAL BUILDINGS	\$46,591 00	\$19,452 23	\$27,138 77	41 75%	58 25%
142100	POLICE	\$669,684 34	\$299,926 38	\$369,757 96	44 79%	55 21%
142200	FIRE PROTECTION	\$393,893 00	\$88,483 09	\$305,409 91	22 46%	77 54%
143100	STREET MAINT	\$293,172 00	\$66,703 43	\$226,468 57	22 75%	77 25%
143160	STREET LIGHTING	\$22,400 00	\$9,396 78	\$13,003 22	41 95%	58 05%
143200	PARKS	\$88,676 00	\$33,550 46	\$55,125 54	37 83%	62 17%
143300	CEMETERY	\$11,100 00	\$624 44	\$10,475 56	5 63%	94 37%
44100	PROJECT	\$50,000 00	\$0 00	\$50,000 00	0 00%	100 00%
44200	TRANSFER OUT-DEBT SERVIC	\$0 00	\$0 00	\$0 00	0 00%	0 00%
FUND 101 GENERAL		\$2,093,912 88	\$727,800 19	\$1,366,112 69	34 76%	65 24%
FUND 208 PRISON SEWER PROJECT						
44100	PROJECT	\$0 00	\$0 00	\$0 00	0 00%	0 00%
FUND 209 DEVELOPER REIMBURSED PROJECTS						
141911	BAYTOWN DEVELOPMENTS	\$0 00	\$0 00	\$0 00	0 00%	0 00%
141912	INSPIRATION	\$0 00	\$60 74	-\$60 74	0.00%	0 00%
FUND 209 DEVELOPER REIMBURSED PR		\$0 00	\$60 74	-\$60 74	0 00%	0 00%
FUND 210 K-9 UNIT						
142103	K - 9 UNIT	\$0 00	\$432 88	-\$432 88	0 00%	0 00%
FUND 210 K-9 UNIT		\$0 00	\$432 88	-\$432 88	0 00%	0 00%
FUND 211 LIBRARY						
45500	LIBRARY	\$272,124 65	\$109,731 28	\$162,393 37	40 32%	59 68%
FUND 211 LIBRARY		\$272,124.65	\$109,731 28	\$162,393 37	40 32%	59 68%
FUND 413 POLICE EQUIPMENT FUND						
41900	CAPITAL IMPROVEMENTS	\$0 00	\$27,925 78	-\$27,925 78	0 00%	0 00%
42100	POLICE	\$0 00	\$29,622 30	-\$29,622 30	0 00%	0 00%
FUND 413 POLICE EQUIPMENT FUND		\$0 00	\$57,548 08	-\$57,548 08	0 00%	0 00%
FUND 601 WATER						
46110	WATER-PUMPHOUSE	\$43,814 00	\$13,491 88	\$30,322 32	30 79%	69 21%
46120	WATER	\$395,147 00	\$108,200 27	\$286,946 73	27 38%	72 62%
FUND 601 WATER		\$438,961 00	\$121,691 95	\$317,269 05	27 72%	72 28%
FUND 602 SEWER						
44100	PROJECT	\$0 00	\$0 00	\$0 00	0 00%	0 00%
46200	SEWER - OPERATING	\$375,438.00	\$83,129 31	\$292,308 69	22 14%	77 86%
46990	SEWER - NON-OPERATING	\$290,000 00	\$131,279 75	\$158,720 25	45.27%	54 73%
FUND 602 SEWER		\$665,438 00	\$214,409 06	\$451,028.94	32 22%	67 78%
FUND 800 INVESTMENTS-POOLED						
00000	GENERAL GOVERNMENT	\$0 00	\$0 00	\$0 00	0 00%	0 00%
47000	INTEREST EXP	\$0 00	\$0 00	\$0 00	0.00%	0 00%
FUND 800 INVESTMENTS-POOLED		\$0 00	\$0 00	\$0.00	0 00%	0 00%

EXPENSE SUMMARY YTD THRU 05/31/09

5 MONTHS = 41.7

DEPT	DEPT Descr	2009 Budget	2009 YTD Amt	Balance	2009 % of Budget	2009 % of Budget Remain
FUND 803 P & Z ESCROWS						
41910	PLANNING & ZONING	\$0 00	\$0 00	\$0 00	0 00%	0 00%
80001	ANDERSEN ESCROW	\$0 00	\$0 00	\$0 00	0 00%	0 00%
80003	BAYTOWN ANNEXATION	\$0 00	\$0 00	\$0 00	0 00%	0 00%
80006	OSTERTAG VARIANCE	\$0 00	\$0 00	\$0 00	0 00%	0 00%
80008	CHARLES LUTZ STREET VACA	\$0 00	\$0 00	\$0 00	0 00%	0 00%
80010	JERRY PETERSON ESCROW	\$0 00	\$0 00	\$0 00	0 00%	0 00%
80011	CAPTAINS CORNER	\$0 00	\$0 00	\$0 00	0 00%	0 00%
80012	FRIENDS OF ST CROIX PREP	\$0 00	\$7 00	-\$7 00	0 00%	0 00%
80013	BAYPORT MARINA	\$0 00	\$0 00	\$0 00	0 00%	0 00%
80014	GROUP 41 (MIKE SCHALON	\$0 00	\$0 00	\$0 00	0 00%	0 00%
80015	GARY SWAGER	\$0 00	\$0 00	\$0 00	0 00%	0 00%
80016	Pete Miller - Feasi Study	\$0 00	\$0 00	\$0 00	0 00%	0 00%
80017	AMERICAN LEGION POST 491	\$0 00	\$441 20	-\$441 20	0 00%	0 00%
80018	MSCWM PERRO CREEK OUTL	\$0 00	\$56,371 14	-\$56,371 14	0 00%	0 00%
80019	JG HAUSE CONSTRUCTION	\$0 00	\$41,315 72	-\$41,315 72	0 00%	0 00%
80020	HYNNEK CUP APPLICATION	\$0 00	\$267 02	-\$267 02	0 00%	0 00%
80021	GORDON TELLINGHUISEN	\$0 00	\$167 35	-\$167 35	0 00%	0 00%
FUND 803 P & Z ESCROWS						
		\$0 00	\$98,569 43	-\$98,569 43	0 00%	0 00%
FUND 999 ACCRUED INT PAYABLE						
41000	DEPRECIATION EXP - GEN GO	\$0 00	\$0 00	\$0 00	0 00%	0 00%
42000	PUBLIC SAFE CAPITAL OUTLA	\$0 00	\$0 00	\$0 00	0 00%	0 00%
43000	DEPRECIATION EXP - PUBLIC	\$0 00	\$0 00	\$0 00	0 00%	0 00%
43100	STREET MAINT	\$0 00	\$0 00	\$0 00	0 00%	0 00%
43200	PARKS	\$0 00	\$0 00	\$0 00	0 00%	0 00%
43300	CEMETERY	\$0 00	\$0 00	\$0 00	0 00%	0 00%
44000	DEPRECIATION EXP - LIBRARY	\$0 00	\$0 00	\$0 00	0 00%	0 00%
45000	DEPRECIATION EXP - PARKS	\$0 00	\$0 00	\$0 00	0 00%	0 00%
47000	INTEREST EXP	\$0 00	\$0 00	\$0 00	0 00%	0 00%
FUND 999 ACCRUED INT PAYABLE						
		\$0 00	\$0 00	\$0 00	0 00%	0 00%
		\$3,470,436 53	\$1,330,243 61	\$2,140,192 92	38.33%	61.67%

MONTHLY EXPENSES

Period Name: MAY

FUND Search Name	Tran Date	Act Amount	Typ	DEPT	OBJ Comments	OBJ Descr
FUND 101 GENERAL						
DEPT 41200 MAYOR & COUNCIL						
101	5/20/2009	\$1 274 63	E	41200	101 Labor Distribution	WAGES AND SAL
101	5/20/2009	\$79 03	E	41200	122 Labor Distribution	CONT TO RET , S
101	5/20/2009	\$18 48	E	41200	170 Labor Distribution	MEDICARE
101	5/7/2009	\$36 90	E	41200	201 MCGUIRE - SUPPLIES	OFFICE SUPPLIE
101	5/27/2009	\$4 03	E	41200	201 9 BAG LUNCHES	OFFICE SUPPLIE
101	5/27/2009	\$67 50	E	41200	300 ABATEMENT - MARY CLARE HO	PROF SER-LEGAL
101	5/27/2009	\$216 00	E	41200	300 STAFF MTG	PROF SER-LEGAL
101	5/27/2009	\$67.50	E	41200	300 CONTRACT SERVICE MASTER	PROF SER-LEGAL
101	5/27/2009	\$67 50	E	41200	300 COMCAST AGREEMENT	PROF SER-LEGAL
101	5/27/2009	\$54 00	E	41200	300 2008 REQUIREMENTS OF INSU	PROF SER-LEGAL
101	5/27/2009	\$145 80	E	41200	300 ISSURE WITH BURNED OUT AN	PROF SER-LEGAL
101	5/27/2009	\$67 50	E	41200	300 RESTRICTIONS FOR PART TIM	PROF SER-LEGAL
101	5/27/2009	\$67 50	E	41200	300 LEAVE PERSONNEL POLICY	PROF SER-LEGAL
101	5/27/2009	\$70 00	E	41200	300 PREPARE CC MTG	PROF SER-LEGAL
101	5/27/2009	\$202 50	E	41200	300 MTG EMPLYMENT ISSUES	PROF SER-LEGAL
101	5/27/2009	\$140 00	E	41200	300 ATTEND CC MTG	PROF SER-LEGAL
101	5/27/2009	\$210.00	E	41200	300 GENERAL FILE	PROF SER-LEGAL
101	5/27/2009	\$466 68	E	41200	300 PERA-MCGUIRE	PROF SER-LEGAL
101	5/27/2009	\$378 00	E	41200	300 GROUP 41 LITIGATION	PROF SER-LEGAL
101	5/27/2009	\$0 41	E	41200	300 SALES TAX	PROF SER-LEGAL
101	5/27/2009	\$2 04	E	41200	300 PHOTOCOPIES & POSTAGE	PROF SER-LEGAL
101	5/11/2009	\$3,827 75	E	41200	300 PERA LEGISLATION	PROF SER-LEGAL
101	5/27/2009	\$202 50	E	41200	300 MTG FIBER OPTIC PROPOSAL	PROF SER-LEGAL
101	5/27/2009	\$101 25	E	41200	300 ABATEMENT JUDITH LIND	PROF SER-LEGAL
101	5/27/2009	\$613 12	E	41200	301 INSPIRATION DEVELOPMENT M	PROF SER-ENGIN
101	5/27/2009	\$362 64	E	41200	301 STAFF MTGS 4/7&4/27	PROF SER-ENGIN
101	5/27/2009	\$75 25	E	41200	301 CC MTG	PROF SER-ENGIN
101	5/27/2009	\$437 50	E	41200	306 MAINTENANCE PLAN - APR - 20	PROF SER-OTHE
101	5/21/2009	\$14,510 00	E	41200	360 COMMERCIAL 03/30/09-03/30/10	INSURANCE/P&L
101	5/21/2009	\$3,888 00	E	41200	360 EXCESS LIABILITY 03/30/09-03/3	INSURANCE/P&L
101	5/21/2009	\$269 00	E	41200	360 OPEN MTG LAW 03/30/09-03/30/	INSURANCE/P&L
101	5/27/2009	\$380 00	E	41200	402 CONFERENCE REGISTRATION	CONFERENCES &
101	5/7/2009	\$15 00	E	41200	402 TAYLOR - MEETING	CONFERENCES &
101	5/6/2009	\$300 00	E	41200	444 MEMORIAL DAY PARADE DONA	COMMUNITY PRO
DEPT 41200 MAYOR & COUNCIL		\$28,618 01				
DEPT 41240 RECYCLING						
101	5/12/2009	\$201 44	E	41240	302 CONSULTING	CONTRACT SERV
101	5/27/2009	\$206 89	E	41240	302 CONSULTING	CONTRACT SERV
101	5/7/2009	\$5 50	E	41240	322 HUFTEL - POSTAGE/RECYCLIN	POSTAGE
101	5/5/2009	\$30 00	E	41240	370 RECYCLING RECIPIENT	RECYCLING INCE
DEPT 41240 RECYCLING		\$443 83				
DEPT 41400 ADMINISTRATION						
101	5/15/2009	\$2,248 11	E	41400	101 Labor Distribution	WAGES AND SAL
101	5/1/2009	\$2,303 38	E	41400	101 Labor Distribution	WAGES AND SAL
101	5/15/2009	\$151 76	E	41400	121 Labor Distribution	P E R A
101	5/1/2009	\$155 49	E	41400	121 Labor Distribution	P E R A
101	5/15/2009	\$137 99	E	41400	122 Labor Distribution	CONT TO RET , S
101	5/1/2009	\$141 42	E	41400	122 Labor Distribution	CONT TO RET , S
101	5/15/2009	\$185 78	E	41400	126 Labor Distribution	H S A
101	5/1/2009	\$185 78	E	41400	126 Labor Distribution	H S A
101	5/5/2009	\$221 00	E	41400	131 ADMINISTRATION 1/1/09-3/31/09	CONT TO EMPLO
101	5/1/2009	\$412 10	E	41400	131 Labor Distribution	CONT TO EMPLO
101	5/15/2009	\$32 27	E	41400	170 Labor Distribution	MEDICARE
101	5/1/2009	\$33 08	E	41400	170 Labor Distribution	MEDICARE
101	5/7/2009	\$9.10	E	41400	201 MADSEN - SUPPLIES(FOLDERS	OFFICE SUPPLIE
101	5/7/2009	\$7.72	E	41400	201 MCGUIRE - TOASTER-BREAKR	OFFICE SUPPLIE

MONTHLY EXPENSES

Period Name: MAY

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
101 BRINE'S MARKET	5/27/2009	\$24 19	E	41400	201 9 BAG LUNCHES	OFFICE SUPPLIE
101 PETTY CASH	5/28/2009	\$10 00	E	41400	201	OFFICE SUPPLIE
101 MANAGEMENT SERVICES	5/27/2009	\$1,930 95	E	41400	302 CONSULTING	CONTRACT SERV
101 MANAGEMENT SERVICES	5/12/2009	\$1,880 13	E	41400	302 CONSULTING	CONTRACT SERV
101 TAYLOR, SARA	5/28/2009	\$141 16	E	41400	400 MILEAGE	USE OF PERSON
101 MUNICIPAL CLERKS AND FIN	5/7/2009	\$410 00	E	41400	402 2009 MINNESOTA MUNICIPAL C	CONFERENCES &
101 TR COMPUTER SALES LLC	5/27/2009	\$72 00	E	41400	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 AVENET WEB SOLUTIONS	5/27/2009	\$95 00	E	41400	416 GRAPHIC DESIGN SERV	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	5/27/2009	\$27 00	E	41400	416 COMPUTER CONSULTING	REPAIR/MAINT O
DEPT 41400 ADMINISTRATION		\$10,815 41				
DEPT 41910 PLANNING & ZONING						
101	5/15/2009	\$4,310 89	E	41910	101 Labor Distribution	WAGES AND SAL
101	5/1/2009	\$4,310 89	E	41910	101 Labor Distribution	WAGES AND SAL
101	5/15/2009	\$291 00	E	41910	121 Labor Distribution	P E R A
101	5/1/2009	\$291 00	E	41910	121 Labor Distribution	P E R A
101	5/15/2009	\$265 60	E	41910	122 Labor Distribution	CONT TO RET , S
101	5/1/2009	\$265 60	E	41910	122 Labor Distribution	CONT TO RET , S
101	5/1/2009	\$353 87	E	41910	126 Labor Distribution	H S A
101	5/15/2009	\$353 87	E	41910	126 Labor Distribution	H S A
101	5/1/2009	\$732 51	E	41910	131 Labor Distribution	CONT TO EMPLO
101	5/1/2009	\$62 12	E	41910	170 Labor Distribution	MEDICARE
101	5/15/2009	\$62 12	E	41910	170 Labor Distribution	MEDICARE
101 BRINE'S MARKET	5/27/2009	\$20 16	E	41910	201 9 BAG LUNCHES	OFFICE SUPPLIE
101 HOLIDAY FLEET	5/13/2009	\$100 29	E	41910	212 GAS & DIES CHARGES	MOTOR FUELS &
101 S E H	5/27/2009	\$164 82	E	41910	301 JINKS RETAINING WALL	PROF SER-ENGIN
101 S E H	5/27/2009	\$82 41	E	41910	301 CABLE ACCESS TO ANDERSEN	PROF SER-ENGIN
101 MANAGEMENT SERVICES	5/12/2009	\$1,678 69	E	41910	302 CONSULTING	CONTRACT SERV
101 MANAGEMENT SERVICES	5/27/2009	\$1,724 06	E	41910	302 CONSULTING	CONTRACT SERV
101 TAYLOR, SARA	5/28/2009	\$141 16	E	41910	400 MILEAGE	USE OF PERSON
101 PETTY CASH	5/28/2009	\$7 98	E	41910	402	CONFERENCES &
101 PETTY CASH	5/7/2009	\$10 00	E	41910	402 TAYLOR - PARKING MNAPA	CONFERENCES &
101 PETTY CASH	5/28/2009	\$0 06	E	41910	402	CONFERENCES &
101 PETTY CASH	5/7/2009	\$6 00	E	41910	402 TAYLOR - PARKING-TRAINING	CONFERENCES &
101 PETTY CASH	5/28/2009	\$3 00	E	41910	402	CONFERENCES &
101 PETTY CASH	5/7/2009	\$2 50	E	41910	402 TAYLOR - NAPKINS	CONFERENCES &
101 TR COMPUTER SALES LLC	5/27/2009	\$60 00	E	41910	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	5/27/2009	\$22 50	E	41910	416 COMPUTER CONSULTING	REPAIR/MAINT O
DEPT 41910 PLANNING & ZONING		\$15,323 10				
DEPT 41940 MUNICIPAL BUILDINGS						
101 COMCAST	5/27/2009	\$34 95	E	41940	321 HIGH SPEED INTERNET	COMMUNICATION
101 NOVA COMMUNICATIONS	5/27/2009	\$520 00	E	41940	321 PHONE CHANGE	COMMUNICATION
101 OFFICE OF ENT TECHNOLO	5/28/2009	\$402 30	E	41940	321 PHONES	COMMUNICATION
101 LEAGUE OF MINNESOTA CIT	5/21/2009	\$1,899 00	E	41940	360 COMMERCIAL 03/30/09-03/30/10	INSURANCE/P&L
101 XCEL	5/5/2009	\$842 78	E	41940	380 GAS & ELECTRIC	ELECTRIC SERVI
101 XCEL	5/5/2009	\$389 04	E	41940	381 GAS & ELECTRIC	FUEL FOR HEAT
101 ELECTRO WATCHMAN, INC	5/27/2009	\$95 85	E	41940	420 CITY HALL/FIRE 6/1-8/31/09	R & M BLDGS, ST
DEPT 41940 MUNICIPAL BUILDINGS		\$4,183 92				
DEPT 42100 POLICE						
101	5/15/2009	\$1,030 14	E	42100	050 Labor Distribution	SEASONAL/PART
101	5/1/2009	\$1,201 95	E	42100	050 Labor Distribution	SEASONAL/PART
101	5/15/2009	\$12,012 32	E	42100	101 Labor Distribution	WAGES AND SAL
101	5/1/2009	\$11,307 73	E	42100	101 Labor Distribution	WAGES AND SAL
101	5/15/2009	\$663 83	E	42100	102 Labor Distribution	OVERTIME
101	5/1/2009	\$943 36	E	42100	102 Labor Distribution	OVERTIME
101	5/15/2009	\$431 04	E	42100	103 Labor Distribution	SPECIAL DUTIES
101	5/1/2009	\$1,730 73	E	42100	121 Labor Distribution	P E R A
101	5/15/2009	\$1,902 36	E	42100	121 Labor Distribution	P E R A

MONTHLY EXPENSES

Period Name: MAY

FUND Search Name	Tran Date	Act Amount Typ	DEPT	OBJ Comments	OBJ Descr
101	5/15/2009	\$44 35 E	42100	122 Labor Distribution	CONT TO RET , S
101	5/1/2009	\$77 62 E	42100	122 Labor Distribution	CONT TO RET., S
101	5/15/2009	\$628 12 E	42100	126 Labor Distribution	H S A
101	5/1/2009	\$628 12 E	42100	126 Labor Distribution	H S A
101	5/1/2009	\$2,021 16 E	42100	131 Labor Distribution	CONT TO EMPLO
101	5/15/2009	\$204 19 E	42100	170 Labor Distribution	MEDICARE
101	5/1/2009	\$194 24 E	42100	170 Labor Distribution	MEDICARE
101 BRINE'S MARKET	5/27/2009	\$20 16 E	42100	201 9 BAG LUNCHES	OFFICE SUPPLIE
101 HOLIDAY FLEET	5/13/2009	\$3 51 E	42100	212 GAS & DIES CHARGES	MOTOR FUELS &
101 HOLIDAY FLEET	5/13/2009	\$947.65 E	42100	212 GAS & DIES CHARGES	MOTOR FUELS &
101 PETTY CASH	5/7/2009	\$5 33 E	42100	220 WILLMARTH - MAP	OPERATING SUP
101 WASHINGTON COUNTY SHE	5/5/2009	\$15 99 E	42100	220 3 ID CARD- BADGE - PD	OPERATING SUP
101 PETTY CASH	5/7/2009	\$20 00 E	42100	220 PAT LOGAN - VEHICLE REG	OPERATING SUP
101 PETTY CASH	5/28/2009	\$6 28 E	42100	220	OPERATING SUP
101 STILLWATER TOWING INC	5/6/2009	\$186 38 E	42100	220 STORAGE	OPERATING SUP
101 CRASH RECORDS	5/28/2009	\$5 00 E	42100	220 RECORD REQUEST - PD	OPERATING SUP
101 ECKBERG, LAMMERS, BRIG	5/27/2009	\$67 50 E	42100	300 CRIMINAL BACKGROUND CHEC	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	5/27/2009	\$40 50 E	42100	300 PURSUIT POLICY - PD	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	5/27/2009	\$54 00 E	42100	300 REQUEST TO WORK AT STATE	PROF SER-LEGAL
101 ECKBERG, LAMMERS, BRIG	5/6/2009	\$2,169 18 E	42100	300 PROSECUTION	PROF SER-LEGAL
101 S E H	5/27/2009	\$164 82 E	42100	306 SPEED SIGN LOCATION	PROF SER-OTHE
101 COMPUTYPE, INC	5/12/2009	\$677 36 E	42100	306 OPERATING MATERIAL - PD	PROF SER-OTHE
101 VERIZON WIRELESS	5/5/2009	\$295 42 E	42100	321 PHONES - PD	COMMUNICATION
101 NEXTEL COMMUNICATIONS	5/18/2009	\$103 48 E	42100	321 PHONES - POLICE DEPT	COMMUNICATION
101 TIREPROZ	5/7/2009	\$1,962 38 E	42100	323 TIRES/BRAKES/ALIGNMENT	RADIOS-REPAIR
101 LEAGUE OF MINNESOTA CIT	5/21/2009	\$4,373 00 E	42100	360 COMMERCIAL 03/30/09-03/30/10	INSURANCE/P&L
101 LEAGUE OF MINNESOTA CIT	5/21/2009	\$782 00 E	42100	360 EXCESS LIABILITY 03/30/09-03/3	INSURANCE/P&L
101 WASHINGTON COUNTY SHE	5/7/2009	\$500 00 E	42100	391 QTR 1 2009 ALERTS	SHARED AUTOMA
101 WASHINGTON COUNTY SHE	5/7/2009	\$3,879 00 E	42100	391 QTR 1 2009 RECORDS	SHARED AUTOMA
101 WASHINGTON COUNTY SHE	5/7/2009	\$750.00 E	42100	391 MDC QTRLY - PD	SHARED AUTOMA
101 WASHINGTON COUNTY PUB	5/18/2009	\$333.40 E	42100	391 APR 10 RADIOS - POLICE DEPT	SHARED AUTOMA
101 DAKOTA COUNTY TECHNICA	5/12/2009	\$210 00 E	42100	403 ADVANCED POST PURSUIT	POLICE TRAININ
101 BUREAU OF CRIMINAL APPR	5/5/2009	\$50 00 E	42100	403 INTOXILYZER 5000 RECERTIFIC	POLICE TRAININ
101 TIREPROZ	5/5/2009	\$1,962 38 E	42100	412 K-9 SQUAD/2502 - PD	REP & MAINT VE
101 CENTURY AVENUE COLLISI	5/18/2009	\$56.70 E	42100	412 BLOWER ONLY - POLICE DEPT	REP & MAINT VE
101 EASTMAN, LAURA	5/7/2009	\$24 25 E	42100	412 TABS FOR BLUE 93 FORD TRU	REP & MAINT VE
101 TR COMPUTER SALES LLC	5/27/2009	\$22 50 E	42100	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	5/27/2009	\$60 00 E	42100	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 4IMPRINT	5/27/2009	\$751 78 E	42100	444 MESH POCKET SPORTPACK - S	COMMUNITY PRO
101 HERITAGE EMBROIDERY &	5/18/2009	\$666 00 E	42100	444 SAFETY CAMP SHIRTS - POLIC	COMMUNITY PRO
101 FOREMOST PROMOTIONS	5/12/2009	\$72 85 E	42100	444 COMMUNITY SAFETY CERTIFIC	COMMUNITY PRO
101 MOORE FUN, INC	5/5/2009	\$1,025 00 E	42100	444 SAFETY CAMP	COMMUNITY PRO
101 NATIONAL IMPRINT CORPO	5/27/2009	\$268 94 E	42100	444 BLUE PENCILS - SAFETY CAMP	COMMUNITY PRO
DEPT 42100 POLICE		\$57,554 00			
DEPT 42200 FIRE PROTECTION					
101	5/20/2009	\$875 00 E	42200	101 Labor Distribution	WAGES AND SAL
101	5/20/2009	\$374 00 E	42200	105 Labor Distribution	FIRE RUNS,DRILL
101	5/20/2009	\$38 69 E	42200	122 Labor Distribution	CONT TO RET , S
101	5/20/2009	\$13 88 E	42200	170 Labor Distribution	MEDICARE
101 HOLIDAY FLEET	5/13/2009	\$565 10 E	42200	212 GAS & DIES CHARGES	MOTOR FUELS &
101 LEAGUE OF MINNESOTA CIT	5/21/2009	\$16,957 00 E	42200	360 COMMERCIAL 03/30/09-03/30/10	INSURANCE/P&L
DEPT 42200 FIRE PROTECTION		\$18,823 67			
DEPT 43100 STREET MAINT					
101	5/1/2009	\$814 00 E	43100	050 Labor Distribution	SEASONAL/PART
101	5/15/2009	\$1,135 00 E	43100	050 Labor Distribution	SEASONAL/PART
101	5/15/2009	\$1,785 60 E	43100	101 Labor Distribution	WAGES AND SAL
101	5/1/2009	\$1,785 60 E	43100	101 Labor Distribution	WAGES AND SAL
101	5/1/2009	\$120 53 E	43100	121 Labor Distribution	P E R A

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101	5/15/2009	\$120 54 E	43100	121 Labor Distribution	P E R A
101	5/15/2009	\$180 61 E	43100	122 Labor Distribution	CONT TO RET , S
101	5/1/2009	\$160 71 E	43100	122 Labor Distribution	CONT TO RET , S
101	5/15/2009	\$88 48 E	43100	126 Labor Distribution	H S A
101	5/1/2009	\$88 24 E	43100	126 Labor Distribution	H S A
101	5/1/2009	\$270 81 E	43100	131 Labor Distribution	CONT TO EMPLO
101	5/1/2009	\$37 58 E	43100	170 Labor Distribution	MEDICARE
101	5/15/2009	\$42 25 E	43100	170 Labor Distribution	MEDICARE
101 BRINE'S MARKET	5/27/2009	\$4 03 E	43100	201 9 BAG LUNCHES	OFFICE SUPPLIE
101 HOLIDAY FLEET	5/13/2009	\$404 68 E	43100	212 GAS & DIES CHARGES	MOTOR FUELS &
101 GOPHER SIGN COMPANY	5/27/2009	\$126 15 E	43100	220 NO PARKING BETWEEN SIGNS	OPERATING SUP
101 LEAGUE OF MINNESOTA CIT	5/21/2009	\$3,523 00 E	43100	360 COMMERCIAL 03/30/09-03/30/10	INSURANCE/P&L
101 LEAGUE OF MINNESOTA CIT	5/21/2009	\$89 00 E	43100	360 EXCESS LIABILITY COVERAGE	INSURANCE/P&L
101 MAC QUEEN EQUIPMENT	5/21/2009	\$144 99 E	43100	412 PARTS - SWEEPER	REP & MAINT VE
101 CARQUEST AUTO PARTS	5/21/2009	\$233 61 E	43100	412 CHIPPER DRIVE BELTS	REP & MAINT VE
101 TR COMPUTER SALES LLC	5/27/2009	\$4 50 E	43100	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	5/27/2009	\$12 00 E	43100	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 RIVER CITY SERVICES	5/28/2009	\$989 58 E	43100	421 GRADING OF CENTAL AVE BLV	REPAIR & MAINT
101 BRYAN ROCK PRODUCTS IN	5/21/2009	\$394 94 E	43100	421 GRAVEL LIMEROCK	REPAIR & MAINT
101 ACTION RENTAL	5/27/2009	\$12 78 E	43100	431 TOOL RENTAL	RENTAL OF EQUI
DEPT 43100 STREET MAINT		\$12,569 21			
DEPT 43160 STREET LIGHTING					
101 XCEL	5/5/2009	\$2,187 34 E	43160	380 GAS & ELECTRIC	ELECTRIC SERVI
DEPT 43200 PARKS					
101	5/15/2009	\$803 25 E	43200	050 Labor Distribution	SEASONAL/PART
101	5/1/2009	\$955 20 E	43200	101 Labor Distribution	WAGES AND SAL
101	5/15/2009	\$955 20 E	43200	101 Labor Distribution	WAGES AND SAL
101	5/15/2009	\$64 48 E	43200	121 Labor Distribution	P E R A
101	5/1/2009	\$64 48 E	43200	121 Labor Distribution	P E R A
101	5/1/2009	\$56 90 E	43200	122 Labor Distribution	CONT TO RET , S
101	5/15/2009	\$106 70 E	43200	122 Labor Distribution	CONT TO RET , S
101	5/1/2009	\$44 24 E	43200	126 Labor Distribution	H S A
101	5/15/2009	\$44 24 E	43200	126 Labor Distribution	H S A
101	5/1/2009	\$138 32 E	43200	131 Labor Distribution	CONT TO EMPLO
101	5/1/2009	\$13 31 E	43200	170 Labor Distribution	MEDICARE
101	5/15/2009	\$24 96 E	43200	170 Labor Distribution	MEDICARE
101 A & J ENGRAVING INC	5/27/2009	\$37 28 E	43200	220 PARK BENCH PLAQUE	OPERATING SUP
101 NORTH STAR WIPER	5/27/2009	\$753 80 E	43200	220 TRASH BAGS	OPERATING SUP
101 PETTY CASH	5/28/2009	\$149 59 E	43200	221	CONCESSIONS
101 PETTY CASH	5/28/2009	\$9 00 E	43200	221	CONCESSIONS
101 TRU GREEN CHEMLAWN	5/27/2009	\$15 39 E	43200	302 WEED CONTROL	CONTRACT SERV
101 TRU GREEN CHEMLAWN	5/27/2009	\$405 72 E	43200	302 WEED CONTROL	CONTRACT SERV
101 TRU GREEN CHEMLAWN	5/27/2009	\$1,473 36 E	43200	302 WEED CONTROL	CONTRACT SERV
101 TRU GREEN CHEMLAWN	5/27/2009	\$41 78 E	43200	302 WEED CONTROL	CONTRACT SERV
101 TRU GREEN CHEMLAWN	5/27/2009	\$38 48 E	43200	302 WEED CONTROL	CONTRACT SERV
101 TRU GREEN CHEMLAWN	5/27/2009	\$30 79 E	43200	302 WEED CONTROL	CONTRACT SERV
101 TRU GREEN CHEMLAWN	5/27/2009	\$73 67 E	43200	302 WEED CONTROL	CONTRACT SERV
101 TRU GREEN CHEMLAWN	5/27/2009	\$34 09 E	43200	302 WEED CONTROL	CONTRACT SERV
101 TRU GREEN CHEMLAWN	5/27/2009	\$46 18 E	43200	302 WEED CONTROL	CONTRACT SERV
101 TRU GREEN CHEMLAWN	5/27/2009	\$1,031 35 E	43200	302 WEED CONTROL	CONTRACT SERV
101 TRU GREEN CHEMLAWN	5/27/2009	\$59 37 E	43200	302 WEED CONTROL	CONTRACT SERV
101 TRU GREEN CHEMLAWN	5/27/2009	\$24 19 E	43200	302 WEED CONTROL	CONTRACT SERV
101 TRU GREEN CHEMLAWN	5/27/2009	\$7 70 E	43200	302 WEED CONTROL	CONTRACT SERV
101 TRU GREEN CHEMLAWN	5/27/2009	\$147 34 E	43200	302 WEED CONTROL	CONTRACT SERV
101 TRU GREEN CHEMLAWN	5/27/2009	\$11 00 E	43200	302 WEED CONTROL	CONTRACT SERV
101 TRU GREEN CHEMLAWN	5/27/2009	\$3 30 E	43200	302 WEED CONTROL	CONTRACT SERV
101 TRU GREEN CHEMLAWN	5/27/2009	\$147 34 E	43200	302 WEED CONTROL	CONTRACT SERV

MONTHLY EXPENSES

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FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Descr
101 LEAGUE OF MINNESOTA CIT	5/21/2009	\$155 00	E	43200	360 EXCESS LIABILITY 03/30/09-03/3	INSURANCE/P&L
101 LEAGUE OF MINNESOTA CIT	5/21/2009	\$4,127 00	E	43200	360 COMMERCIAL 03/30/09-03/30/10	INSURANCE/P&L
101 FRED'S TIRE COMPANY	5/27/2009	\$22 33	E	43200	412 TIRE REPAIR	REP & MAINT VE
101 CENTURY POWER EQUIPME	5/28/2009	\$31 90	E	43200	412 TIMMER PARTS	REP & MAINT VE
101 TR COMPUTER SALES LLC	5/27/2009	\$4 50	E	43200	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 TR COMPUTER SALES LLC	5/27/2009	\$12 00	E	43200	416 COMPUTER CONSULTING	REPAIR/MAINT O
101 ACTION RENTAL	5/21/2009	\$303 52	E	43200	420 CONCRETE - LAKESIDE PARK	R & M BLDGS, ST
101 MENARDS-STILLWATER	5/21/2009	\$7 44	E	43200	420 WATER VALVE - PARK DEBT	R & M BLDGS, ST
101 AIR FRESH PORTABLE TOIL	5/27/2009	\$22 52	E	43200	425 SALES TAX	SATILLITIES
101 AIR FRESH PORTABLE TOIL	5/27/2009	\$189 00	E	43200	425 1 ADA ACCESSIBLE UNIT	SATILLITIES
101 AIR FRESH PORTABLE TOIL	5/27/2009	\$157 50	E	43200	425 2 STANDARD UNIT	SATILLITIES
DEPT 43200 PARKS				\$12,844 71		
DEPT 43300 CEMETERY						
101 HOLIDAY FLEET	5/13/2009	\$66 59	E	43300	212 GAS & DIES CHARGES	MOTOR FUELS &
101 AMERICAN FLAGPOLE & FLA	5/21/2009	\$260 39	E	43300	220 NYLON US FLAGS	OPERATING SUP
101 AIR FRESH PORTABLE TOIL	5/28/2009	\$85 20	E	43300	220 HAZELWOOD CEMETERY - WE	OPERATING SUP
101 LANDSCAPES BY MARK	5/21/2009	\$325 00	E	43300	310 5/6 FLORENCE TRENDA	GRAVE OPENING
101 HOWARD PALMER	5/19/2009	\$300 00	E	43300	810 REFUND - HEADSTONE DEPOSI	REFUNDS AND R
101 CAROL ANDERSON	5/26/2009	\$300 00	E	43300	810 HEADSTONE REFUND - PREST	REFUNDS AND R
101 JAMES L. BELL	5/26/2009	\$300 00	E	43300	810 HEADSTONE REFUND - VIRGINI	REFUNDS AND R
101 RALPH & VIOLET ROTHE	5/26/2009	\$300 00	E	43300	810 HEADSTONE REFUND - COLLE	REFUNDS AND R
DEPT 43300 CEMETERY				\$1,937 18		
FUND 101 GENERAL				\$165,300 38		
FUND 103 G O TIF BD FUND 1990 CAP PROJ						
DEPT 00000 GENERAL GOVERNMENT						
103 WASHINGTON COUNTY	5/27/2009	\$480 00	E	00000	306 TIF DISTRICT 35	PROF SER-OTHE
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1						
DEPT 00000 GENERAL GOVERNMENT						
107 WASHINGTON COUNTY	5/27/2009	\$240 00	E	00000	306 TIF DISTRICT 72	PROF SER-OTHE
FUND 207 PARK IMPROVEMENT FUND						
DEPT 44100 PROJECT						
207 SANDERS WACKER BERGLY	5/27/2009	\$7,836 33	E	44100	306 BARKER'S ALPS	PROF SER-OTHE
207 STILLWATER GAZETTE	5/27/2009	\$110 32	E	44100	444 BARKERS SITE IMPROVEMENT	COMMUNITY PRO
DEPT 44100 PROJECT				\$7,946 65		
FUND 207 PARK IMPROVEMENT FUND				\$7,946 65		
FUND 211 LIBRARY						
DEPT 45500 LIBRARY						
211	5/15/2009	\$2,512 32	E	45500	050 Labor Distribution	SEASONAL/PART
211	5/1/2009	\$2,521 78	E	45500	050 Labor Distribution	SEASONAL/PART
211	5/1/2009	\$2,705 10	E	45500	101 Labor Distribution	WAGES AND SAL
211	5/15/2009	\$2,705 10	E	45500	101 Labor Distribution	WAGES AND SAL
211	5/1/2009	\$336 29	E	45500	121 Labor Distribution	P E R A
211	5/15/2009	\$334 49	E	45500	121 Labor Distribution	P E R A
211	5/1/2009	\$317 40	E	45500	122 Labor Distribution	CONT TO RET., S

MONTHLY EXPENSES

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FUND Search Name	Tran Date	Act Amount Typ	DEPT	OBJ Comments	OBJ Desc
211	5/15/2009	\$316 80 E	45500	122 Labor Distribution	CONT TO RET , S
211	5/1/2009	\$88 47 E	45500	126 Labor Distribution	H S A
211	5/15/2009	\$88 47 E	45500	126 Labor Distribution	H S A
211	5/1/2009	\$296 09 E	45500	131 Labor Distribution	CONT TO EMPLO
211	5/1/2009	\$74 23 E	45500	170 Labor Distribution	MEDICARE
211	5/15/2009	\$74 09 E	45500	170 Labor Distribution	MEDICARE
211 BAKER & TAYLOR	5/27/2009	\$28 25 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	5/27/2009	\$439 19 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	5/27/2009	\$409 13 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	5/27/2009	\$459 41 E	45500	217 BOOKS	MATERIALS & PR
211 RECORDED BOOKS	5/27/2009	\$175 98 E	45500	217 BOOKS - LIB	MATERIALS & PR
211 PUMPKIN BOOKS	5/27/2009	\$265.02 E	45500	217 BOOKS - LIB	MATERIALS & PR
211 BAKER & TAYLOR	5/27/2009	\$56 95 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	5/27/2009	\$8 48 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	5/27/2009	\$32 49 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	5/27/2009	\$86.29 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	5/27/2009	\$24.61 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	5/27/2009	\$253 25 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	5/27/2009	\$56 22 E	45500	217 BOOKS	MATERIALS & PR
211 WASHINGTON COUNTY LIBR	5/27/2009	\$2,469 10 E	45500	217 1YR SUBSCRIPTIONS EBSCO	MATERIALS & PR
211 BAKER & TAYLOR	5/27/2009	\$31 83 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	5/27/2009	\$27 64 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	5/27/2009	\$95 79 E	45500	217 BOOKS	MATERIALS & PR
211 BAKER & TAYLOR	5/27/2009	\$95 78 E	45500	217 BOOKS	MATERIALS & PR
211 KINDER MELODIES	5/27/2009	\$675 00 E	45500	302 STORY TIME - LIB	CONTRACT SERV
211 SHARON SIPP	5/27/2009	\$1,800 00 E	45500	302 CLEANING SERVICE - LIB	CONTRACT SERV
211 COMCAST	5/27/2009	\$5 00 E	45500	321 PHONES	COMMUNICATION
211 OFFICE OF ENT TECHNOLO	5/28/2009	\$63.02 E	45500	321 PHONES	COMMUNICATION
211 WASHINGTON COUNTY LIBR	5/27/2009	\$136.29 E	45500	321 QWEST DATA LINE APR 09 - LIB	COMMUNICATION
211 LEAGUE OF MINNESOTA CIT	5/21/2009	\$7,227 00 E	45500	360 COMMERCIAL 03/30/09-03/30/10	INSURANCE/P&L
211 LEAGUE OF MINNESOTA CIT	5/21/2009	\$518 00 E	45500	360 EXCESS LIABILITY 03/30/09-03/30/	INSURANCE/P&L
211 LEAGUE OF MINNESOTA CIT	5/21/2009	\$33 00 E	45500	360 OPEN MTG LAW 03/30/09-03/30/	INSURANCE/P&L
211 XCEL	5/5/2009	\$747 28 E	45500	380 GAS & ELECTRIC	ELECTRIC SERVI
211 XCEL	5/5/2009	\$134 86 E	45500	381 GAS & ELECTRIC	FUEL FOR HEAT
211 WASHINGTON COUNTY LIBR	5/27/2009	\$121 00 E	45500	391 CISCO SMARTNET SOFTWARE	SHARED AUTOMA
211 TOSHIBA BUSINESS SOLUTI	5/27/2009	\$29 94 E	45500	416 BAND - LIBRARY	REPAIR/MAINT O
211 ECOWATER	5/27/2009	\$8 25 E	45500	420 MTLY RENT COOLER - LIBRARY	R & M BLDGS, ST
211 LANDSCAPES BY MARK	5/27/2009	\$170 00 E	45500	420 SPRINKLER - LIBRARY	R & M BLDGS, ST
211 ELECTRO WATCHMAN, INC	5/27/2009	\$60 00 E	45500	420 LIBRARY 6/1/09-8/31/09	R & M BLDGS, ST
211 SVL SERVICE CORPORATIO	5/27/2009	\$33 90 E	45500	420 EQUIPMENT CHECK - LIB	R & M BLDGS, ST
211 SCHWAB-VOLLHABER-LUBR	5/27/2009	\$958 00 E	45500	420 SERVICE AGREEMENT - LIBRA	R & M BLDGS, ST
211 COMMERCIAL STEAM TEAM	5/27/2009	\$429 00 E	45500	420 BLG MAINT - LIBRARY	R & M BLDGS, ST
211 TRU GREEN CHEMLAWN	5/27/2009	\$47 25 E	45500	420 BLG MAINT - LIBRARY	R & M BLDGS, ST
211 TRU GREEN CHEMLAWN	5/27/2009	\$47 25 E	45500	420 BLG MAINT - LIBRARY	R & M BLDGS, ST
211 VAN PAPER CO	5/27/2009	\$69 50 E	45500	420 OPERATING SUPPLIES - LIB	R & M BLDGS, ST
DEPT 45500 LIBRARY		\$30,699 58			
FUND 211 LIBRARY		\$30,699 58			
FUND 601 WATER					
DEPT 46110 WATER-PUMPHOUSE					
601 XCEL	5/5/2009	\$1,621 77 E	46110	380 GAS & ELECTRIC	ELECTRIC SERVI
601 XCEL	5/5/2009	\$138 92 E	46110	381 GAS & ELECTRIC	FUEL FOR HEAT
601 MILLER EXCAVATING	5/21/2009	\$940 15 E	46110	419 VALVE REPAIRS - INSPIRATION	REPAIR & MAINT
DEPT 46110 WATER-PUMPHOUSE		\$2,700 84			
DEPT 46120 WATER					
601	5/15/2009	\$3,190 04 E	46120	101 Labor Distribution	WAGES AND SAL
601	5/1/2009	\$3,207 94 E	46120	101 Labor Distribution	WAGES AND SAL
601	5/15/2009	\$215.35 E	46120	121 Labor Distribution	P E R A

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601	5/1/2009	\$216 55 E	46120	121 Labor Distribution	P E R A
601	5/1/2009	\$191 75 E	46120	122 Labor Distribution	CONT TO RET , S
601	5/15/2009	\$190.64 E	46120	122 Labor Distribution	CONT TO RET , S
601	5/15/2009	\$168 10 E	46120	126 Labor Distribution	H S A
601	5/1/2009	\$168 45 E	46120	126 Labor Distribution	H S A
601	5/1/2009	\$455 26 E	46120	131 Labor Distribution	CONT TO EMPLO
601	5/15/2009	\$44 59 E	46120	170 Labor Distribution	MEDICARE
601	5/1/2009	\$44 84 E	46120	170 Labor Distribution	MEDICARE
601 BRINE'S MARKET	5/27/2009	\$4 03 E	46120	201 9 BAG LUNCHES	OFFICE SUPPLIE
601 HOLIDAY FLEET	5/13/2009	\$127 72 E	46120	212 GAS & DIES CHARGES	MOTOR FUELS &
601 HAWKINS WATER	5/21/2009	\$25 00 E	46120	216 OPERATING - WATER DEPT	CHEMICALS AND
601 HAWKINS WATER	5/21/2009	\$78 86 E	46120	216 OPERATING - WATER DEPT	CHEMICALS AND
601 R W KIRCHNER & ASSOCIA	5/18/2009	\$700 00 E	46120	301 APPRAISAL 297 LAKE STREET	PROF SER-ENGIN
601 MANAGEMENT SERVICES	5/12/2009	\$1,477 25 E	46120	302 CONSULTING	CONTRACT SERV
601 MANAGEMENT SERVICES	5/27/2009	\$1,517 17 E	46120	302 CONSULTING	CONTRACT SERV
601 ONE CALL CONCEPTS	5/21/2009	\$82 30 E	46120	307 TICKETS	GOPHER STATE
601 LEAGUE OF MINNESOTA CIT	5/21/2009	\$5,004 00 E	46120	360 COMMERCIAL 03/30/09-03/30/10	INSURANCE/P&L
601 LEAGUE OF MINNESOTA CIT	5/21/2009	\$542 00 E	46120	360 EXCESS LIABILITY COVERAGE	INSURANCE/P&L
601 XCEL	5/5/2009	\$960 53 E	46120	380 GAS & ELECTRIC	ELECTRIC SERVI
601 XCEL	5/5/2009	\$565.95 E	46120	381 GAS & ELECTRIC	FUEL FOR HEAT
601 MINNESOTA DEPT OF HEAL	5/13/2009	\$23 00 E	46120	402 TIM GARDNER - LICENSE RENE	CONFERENCES &
601 TR COMPUTER SALES LLC	5/27/2009	\$4 50 E	46120	416 COMPUTER CONSULTING	REPAIR/MAINT O
601 TR COMPUTER SALES LLC	5/27/2009	\$12 00 E	46120	416 COMPUTER CONSULTING	REPAIR/MAINT O
601 HD SUPPLY WATERWORKS	5/21/2009	\$196 68 E	46120	419 WATER MAIN PARTS	REPAIR & MAINT
601 MENARDS-STILLWATER	5/21/2009	\$51 95 E	46120	419 PIPE - CURB STOP	REPAIR & MAINT
601 ROETTGER WELDING	5/21/2009	\$116 36 E	46120	419 STEEL FOR PULLER	REPAIR & MAINT
601 HD SUPPLY WATERWORKS	5/21/2009	\$806 70 E	46120	419 WATER MAIN PARTS	REPAIR & MAINT
601 HD SUPPLY WATERWORKS	5/21/2009	\$553 80 E	46120	419 WATER MAIN PARTS	REPAIR & MAINT
601 HD SUPPLY WATERWORKS	5/21/2009	\$940 20 E	46120	419 WATER MAIN PARTS	REPAIR & MAINT
601 HD SUPPLY WATERWORKS	5/21/2009	-\$643 68 E	46120	419 WATER MAIN PARTS	REPAIR & MAINT
601 HD SUPPLY WATERWORKS	5/27/2009	\$417.19 E	46120	419 CURB BOX LIDS	REPAIR & MAINT
601 HD SUPPLY WATERWORKS	5/21/2009	\$779 45 E	46120	419 WATER MAIN PARTS	REPAIR & MAINT
601 ELECTRO WATCHMAN, INC	5/27/2009	\$63 90 E	46120	420 PUBLIC WORKS 6/1&8/31/09	R & M BLDGS, ST
601 HIGHWAY TECHNOLOGIES	5/21/2009	\$251 42 E	46120	421 TRAFFIC CONTROL - 5TH AVE	REPAIR & MAINT
601 MINNESOTA DEPT OF HEAL	5/27/2009	\$1,046 00 E	46120	434 WATER SUPPLY SERVICE CON	STATE FEES FOR
DEPT 46120 WATER		\$23,797 79			
FUND 601 WATER		\$26,498 63			
FUND 602 SEWER					
DEPT 46200 SEWER - OPERATING					
602	5/1/2009	\$4,153 13 E	46200	101 Labor Distribution	WAGES AND SAL
602	5/15/2009	\$4,145 24 E	46200	101 Labor Distribution	WAGES AND SAL
602	5/15/2009	\$279 74 E	46200	121 Labor Distribution	P E R A
602	5/1/2009	\$280 29 E	46200	121 Labor Distribution	P E R A
602	5/15/2009	\$247.52 E	46200	122 Labor Distribution	CONT TO RET , S
602	5/1/2009	\$248 01 E	46200	122 Labor Distnbution	CONT TO RET , S
602	5/15/2009	\$212 29 E	46200	126 Labor Distnbution	H S A
602	5/1/2009	\$212 18 E	46200	126 Labor Distribution	H S A
602	5/1/2009	\$592.08 E	46200	131 Labor Distribution	CONT TO EMPLO
602	5/1/2009	\$58 00 E	46200	170 Labor Distnbution	MEDICARE
602	5/15/2009	\$57 87 E	46200	170 Labor Distribution	MEDICARE
602 BRINE'S MARKET	5/27/2009	\$4 06 E	46200	201 9 BAG LUNCHES	OFFICE SUPPLIE
602 HOLIDAY FLEET	5/13/2009	\$129 59 E	46200	212 GAS & DIES CHARGES	MOTOR FUELS &
602 THE RETROFIT COMPANIES	5/21/2009	\$189 37 E	46200	220 OPERATING SUPPLIES	OPERATING SUP
602 S E H	5/27/2009	\$359 78 E	46200	301 MCESI/ SURCHARGE ASSESS	PROF SER-ENGIN
602 MANAGEMENT SERVICES	5/27/2009	\$1,517 17 E	46200	302 CONSULTING	CONTRACT SERV
602 MANAGEMENT SERVICES	5/12/2009	\$1,477 25 E	46200	302 CONSULTING	CONTRACT SERV
602 LEAGUE OF MINNESOTA CIT	5/21/2009	\$2,167 00 E	46200	360 COMMERCIAL 03/30/09-03/30/10	INSURANCE/P&L
602 TR COMPUTER SALES LLC	5/27/2009	\$12.00 E	46200	416 COMPUTER CONSULTING	REPAIR/MAINT O

BAYPORT, MN

05/28/09 12:45 PM

Page 8

MONTHLY EXPENSES

Period Name: MAY

FUND Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ Comments	OBJ Desc
602 TR COMPUTER SALES LLC	5/27/2009	\$4 50	E	46200	416 COMPUTER CONSULTING	REPAIR/MAINT O
602 BRAUN PUMP & CONTROLS,	5/27/2009	\$158 86	E	46200	419 LIFT STATION SERVICE	REPAIR & MAINT
DEPT 46200 SEWER - OPERATING		\$16,505 93				
DEPT 46990 SEWER - NON-OPERATING						
602 METROPOLITAN COUNCIL (S	5/27/2009	\$26,255 95	E	46990	434 MTLY CHG ANNUAL FLOW	STATE FEES FOR
FUND 602 SEWER		\$42,761.88				
FUND 803 P & Z ESCROWS						
DEPT 80018 MSCWM PERRO CREEK OUTLET						
803 ECKBERG, LAMMERS, BRIG	5/27/2009	\$27 00	E	80018	300 STORM SEWER EASEMENT	PROF SER-LEGAL
DEPT 80019 JG HAUSE CONSTRUCTION						
803 S E H	5/27/2009	\$25,122.00	E	80019	301 MSCWM - PERRO CREEK	PROF SER-ENGIN
803 S E H	5/27/2009	\$86 74	E	80019	301 HAUSE DEVELOPMENT	PROF SER-ENGIN
DEPT 80019 JG HAUSE CONSTRUCTION		\$25,208 74				
DEPT 80021 GORDON TELLINGHUISEN						
803 WASHINGTON COUNTY REC	5/27/2009	\$46 00	E	80021	350 TELLINGHUISEN ESCROW	PRINTING & PUBL
FUND 803 P & Z ESCROWS		\$25,281 74				
		\$299,208 86				

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: May, 2009

Printed:5/27/2009

Page1 of 3

Permit Number: BP2009-16	Filing Date: 5/5/2009
Parcel Address: 970 Pickett Street N.	Bayport, MN 55003
Applicant: PARKOS CONSTRUCTION	Applicant Phone: 651-455-0031
PARKOS CONSTRUCTION COMPANY General	
Construction Value: \$349,400.00	Total Fees: \$13,370 64

Permit Number: BP2009-17	Filing Date: 5/11/2009
Parcel Address: 347 4th Street So.	Bayport, MN 55003
Applicant: GREG HAUSE CONSTRUCTION	Applicant Phone: 651-226-1375
GREG HAUSE CONSTRUCTION RESIDENTIAL	
Construction Value: \$9,400.00	Total Fees: \$196.45

Permit Number: BP2009-18	Filing Date: 5/12/2009
Parcel Address: 2 LAKE DRIVE	BAYPORT, MN 55003
Applicant: RON SHELTON	Applicant Phone: 651-459-2030
OWNER OWNER	
Construction Value: \$2,000 00	Total Fees: \$74 75

Permit Number: BP2009-19	Filing Date: 5/12/2009
Parcel Address: 555 LAKESIDE DRIVE	BAYPORT, MN 55003
Applicant: BERT & JANET PLASKETT	Applicant Phone: 612-759-8697
OWNER OWNER	
Construction Value: \$4,600.00	Total Fees: \$120.30

Permit Number: BP2009-20	Filing Date: 5/12/2009
Parcel Address: 236 CENTRAL Ave.	BAYPORT, MN 55003
Applicant: GREG HAUSE CONSTRUCTION	Applicant Phone: 651-226-1375
GREG HAUSE CONSTRUCTION RESIDENTIAL	
Construction Value: \$5,000 00	Total Fees: \$120.50

Building Permit Log

For: May, 2009

Printed:5/27/2009

Page2 of 3

Permit Number: BP2009-21
Parcel Address: 497 MARINER DRIVE
Applicant: BARTON CONSTRUCTION
BARTON CONSTRUCTION SERVICES INC General
Construction Value: \$4,000.00

Filing Date: 5/12/2009
BAYPORT, MN 55003
Applicant Phone: 651-334-9530
Total Fees: \$105.25

Permit Number: BP2009-22
Parcel Address: 301 PRAIRIE WAY S.
Applicant: TONY LESICKA
OWNER OWNER
Construction Value: \$6,000 00

Filing Date: 5/21/2009
BAYPORT, MN 55003
Applicant Phone: 651-983-2408
Total Fees: \$222 04

Permit Number: MC2009-10
Parcel Address: 1138 PIONEER TRAIL
Applicant: RAY N. WELTER HEATING
RAY N WELTER HEATING COMPANY
Construction Value: \$9,400.00

Filing Date: 5/4/2009
BAYPORT, MN 55003
Applicant Phone: 612-825-6867
Total Fees: \$75.50

Permit Number: MC2009-11
Parcel Address: 1138 PIONEER TRAIL
Applicant: AUTOMATIC GARAGE DOOR &
AUTOMATIC GARAGE DOOR & FIREPLACES, INC.
Construction Value: \$853.00

Filing Date: 5/5/2009
BAYPORT, MN 55003
Applicant Phone: 763-571-2525
Total Fees: \$75.50

Permit Number: PL2009-10
Parcel Address: 970 Pickett Street N.
Applicant: SUN MECHANICAL, INC
SUN MECHANICAL, INC MECHANICAL/PLUMBER
Construction Value: \$71,000.00

Filing Date: 5/21/2009
Bayport, MN 55003
Applicant Phone: 763-274-2866
Total Fees: \$888.00

Permit Number: PL2009-8
Parcel Address: 467 5TH St. S.
Applicant: CHAMPION PLUMBING LLC
CHAMPION PLUMBING LLC Plumber
Construction Value: \$500.00

Filing Date: 5/11/2009
BAYPORT, MN 55003
Applicant Phone: 651-365-1340
Total Fees: \$75.50

Building Permit Log

For: May, 2009

Printed: 5/27/2009

Page 3 of 3

Permit Number: PL2009-9**Parcel Address:** 10 Point Road**Applicant:** DINIUS PLUMBING

DINIUS PLUMBING Plumber

Construction Value: \$12,870.00**Filing Date:** 5/14/2009

BAYPORT, MN 55003

Applicant Phone: 651-773-5740**Total Fees:** \$75.50

Permit Number: SG2009-1**Parcel Address:** 120 3RD STREET SOUTH**Applicant:** ADVANTAGE SIGNS & GRAPHICS,

ADVANTAGE SIGNS & GRAPHICS, INC. Sign

Construction Value:**Filing Date:** 5/14/2009

BAYPORT, MN 55003

Applicant Phone: 651-636-9998**Total Fees:** \$196.50



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

To: Mayor and City Council
City Administrator Michael McGuire

From: Chief of Police Laura Eastman

Date: May 26, 2009

Subject: Appointment of Part-time Police Officers

BACKGROUND

Please consider this memorandum as my request to appoint Pat Logan, LeAnne Renteria and Chad Johnson to the position of part-time police officer. I am also requesting an increase in pay for part-time officer William Stepan.

Part-time officers relieve our full-time positions by filling in during vacation, sick, training and compensatory leaves. In addition, they also assist in augmenting our summer staffing levels, special events, and special details. As you are aware, the additional officer position that was approved initially by the City Council was not hired due to the LGA reduction. With only two part-time officers on the current roster, we are in desperate need of personnel to serve in this position.

Officer Logan will be a great addition with his many years of experience and he is willing to work day, evening, or night shifts. LeAnne Renteria is currently working on her Master's degree in Social work and comes to our department with ten years of experience as an officer with Apple Valley. Chad Johnson has been a reserve with our department for two years.

Officer Stepan has been with our department for over a year, and I'm requesting a one dollar per hour increase at this time.

RECOMMENDATION

Pending the City Council's approval, the following starting pay will be applied to these officers: Pat Logan \$15.33 hour; LeAnne Renteria \$14.33 (due to her ten years of experience); Chad Johnson \$11.67 an hour; and Officer Stepan would receive an increase to \$12.33 per hour.

INVOICE
CITY OF BAYPORT

294 NORTH 3RD STREET

BAYPORT, MINNESOTA 55003

651-275-4404

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MINNESOTA PUBLIC FACILITIES AUTHORITY
 1ST NATIONAL BANK BUILDING, SUITE E-200
 332 MINNESOTA STREET
 ST. PAUL, MN 55101

INVOICE NO.	WM2009-2	INVOICE DATE	5/21/2009
MSCWM PERRO CREEK OUTLET:		INVOICE/DATE	
S E H - ENGINEERING	214839	4/5/2009	\$7,737.48
S E H - ENGINEERING	216190	4/14/2009	\$7,587.49
S E H - ENGINEERING	217001	5/7/2009	\$25,122.00
GEISLINGER AND SONS, INC.	1	5/15/2009	\$375,595.86
ANDERSEN WINDOWS	EASEMENT PMT	4/8/2009	\$37,769.70
SUB TOTAL			\$453,812.53
TOTAL			\$453,812.53
TOTAL			\$453,812.53

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
AMENDING APPENDIX B - ZONING, SECTION 7 OF THE BAYPORT CITY CODE RELATED
TO SMALL BIRD AND FOWL**

Section 1. The Bayport City Code is hereby amended to delete the same in its entirety and substitute the following therefore.

Sec. 729.03 (2) Small bird and fowl.

(d) At no time shall there be more than any combination of four birds or fowl on any single or two-family property (no birds or fowl are allowed on any property that contains three or more dwelling units).

Section 2. This ordinance shall be in full force and effect from and after its passage and publication according to law. Passed by the City Council for the City of Bayport this 4th day of May, 2009

Jon Nowaczek, Mayor

Attest:

Michael McGuire, City Administrator



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

To: Mayor and City Council

From: City Administrator Michael McGuire

Date: May 27, 2009

Subject: Water Rate Study

The City of Bayport needs to do a water rate study. We received three proposals that range from \$3,000.00 to \$8,500.00, and recommend that we proceed with Ralph Teschner's proposal (at a cost of \$3,000.00).

May 7, 2009

City of Bayport
Attention: Mike McGuire
294 North 3rd Street
Bayport, Minnesota 55003-1027

Re: City of Bayport Water Rate Study

Dear Mr. McGuire:

Outlined below are the elements that would be incorporated into a water rate analysis for the City of Bayport.

Project Scope:

1. *Water Rate Chronology*
 - a. A review of the history of Bayport's water rates would be provided for the past ten years based upon available statistics.
2. *Metro Rate Comparison*
 - a. Based upon cities of similar size in the metropolitan area a table comprising water rates from a competitive perspective will be compiled.
3. *Water Rate Recommendation*
 - a. The preferred water rate will need to support the operating expenditures of the water utility, water infrastructure costs associated with the City's capital improvement needs and an enterprise fund balance reserve consistent with established city policy.
4. *Conservation Rate Structure*
 - a. Since water conservation is a recognized objective of the City's water plan, a tiered rate will be recommended.
5. *Water Revenue Projection*
 - a. Incorporating the new proposed water rate, a revenue projection will be provided based upon the anticipated growth of the City over the next five years as determined by City planning data.
6. *Customer Impact Analysis*
 - a. Utilizing the new water rate and Bayport customer consumption averages an annual cost increase to the typical citizen will be calculated in terms of percentage and dollars.
7. *Council Presentation*
 - a. The final report shall be reviewed with the City Administrator and appropriate staff with a formal presentation to the City Council during a regular scheduled meeting.

Completion Date:

It is anticipated that the report will be completed within a 45 day period upon proposal acceptance by the City of Bayport.

Professional Fee:

The cost for preparation of the Bayport city water rate study shall be in the amount of \$3,000.00.

Please feel free to call my home office at 952.934.3112 with any clarification questions. I look forward to working with the City of Bayport.

Sincerely,

Ralph Teschner
6463 Mere Drive
Eden Prairie, MN 55346



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

To: Mayor and City Council
City Administrator Michael McGuire

From: Mel Horak, Public Works Supervisor

Date: May 27, 2009

Subject: Purchase of New Grounds Mower

BACKGROUND

The Public Works department is requesting City Council authorization to purchase a new grounds mower to supplement its aging fleet of grounds mowing equipment. Public Works currently depends on 13 and 18 year old machines to mow its grass. A current technology mower will enable us to mow more efficiently and should do a nicer job on the medium size areas.

Quotes for an Exmark Lazer Z, Model #LZZ27KC526, 27 horsepower, with 52 inch deck, zero turn mower, were obtained from the State of Minnesota Cooperative Purchasing Venture (CPV) program and Century Power Equipment, Stillwater, Minnesota.

The quotes are as follows:

State of Minnesota CPV, release #M-448(5), contract #440433	\$8,079.00
Century Power Equipment, Stillwater, Minnesota	\$8,060.00

Public Works will have some dealer-supplied options installed on the new mower, including a dethatcher and mulching kit, to bring the grand total price, including tax, to \$9,412.47.

RECOMMENDATION

Staff recommends that City Council adopt a motion authorizing the Public Works department to purchase a 2009 Exmark Lazer Z, Model #LZZ27KC526, grounds mower from Century Power Equipment, Stillwater, Minnesota, for a grand total price of \$9,412.47. Funding for this budgeted purchase will be obtained from the Public Works Equipment Replacement Fund, which currently has a balance of approximately \$669,964.00.



Bayport Fire Department

284 N. 3rd Street • Bayport, MN. 55003 • Hall (851) 275-4401 • Fax (851) 275-4402

Date: May 27, 2009

To: Honorable Mayor and City Council
Mike McGuire, City Administrator

From: Mike Bell, Fire Chief

Re: Fire Department New Membership

We currently have 20 members on our roster, not including the two candidates that were approved at the May City Council meeting. Our target staffing level is 25. We have another candidate who has passed the preliminary background check and been approved by the officers and members of the Fire Department. As such, we are requesting that the City Council appoint Mark Ostertag to the Bayport Fire Department, pending successful completion of a full background check, firefighter medical assessment, and pre-employment drug screen.

We hope to bring additional qualified applicants back to the City Council for consideration in the next few months.



May 27, 2009

RE: Bayport, Minnesota
2009 Sidewalk and Pedestrian Ramp
Improvements
SEH No. A-BAYPO0801.00 14.00

Honorable Mayor and City Council
City of Bayport
294 North Third Street
Bayport, MN 55003

Attn: Mike McGuire, City Administrator:

The City has annually initiated a sidewalk improvement project to replace areas of public sidewalks in need of repairs to address public safety concerns. Since a portion of the project costs is recovered from special assessments against benefited properties, the City is required to follow Minnesota Statutes 429. Under these statutes, the City is required to prepare a feasibility report to address the feasibility of the improvements, the estimated costs, and the cost recovery. Since the project was initiated by the City and not petitioned for by all abutting property owners, a public hearing will be required. This letter report serves as the required Feasibility Report for the 2009 Sidewalk Reconstruction Project in Bayport. As a part of the proposed project, the City will replace deficient Pedestrian Ramps, but will not be assessing these costs. The attached map shows the sidewalk replacement locations. The locations of the deficient Pedestrian Ramps have not been determined at this time.

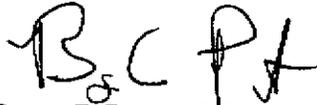
Current City policy is to address sidewalk improvements on a total block basis instead of panel by panel or lot only basis. Therefore the proposed sidewalk improvements for 2009 consist of the removal of the majority of the east and west side sidewalk along North 5th Street between North 5th Avenue and North 6th Avenue, and the west side of North 5th Street at North 4th Avenue. Exhibit 2 shows the parcels included. These sidewalks have numerous cracks or are heaving, creating safety issues, or to fill in a gap in the sidewalk system. New concrete sidewalk is poured and any landscape areas disturbed by the construction are restored. There are also areas of curb replacement, in addition to the sidewalk replacements, that are required to construct pedestrian ramps. The estimated project cost for the sidewalk replacements is \$18,044 and includes construction cost and 10% for engineering, legal, and administrative costs. Construction costs are estimated based on unit prices seen for similar type work in the area, and for 2009 construction. Since the estimated construction costs are less than \$50,000, the City can waive the formal bidding process and obtain quotes from local contractors. The City will administer the project, with City staff obtaining quotes and coordinating construction with the selected contractor.

Current City policy is to recover fifty percent (50%) of project costs for sidewalk improvements such as this through special assessments against benefited properties. The City will pay the balance of the project costs from the City's Street Maintenance Fund. A copy of the estimated Assessment Roll is included.

Honorable Mayor and City Council
May 27, 2009
Page 2

The sidewalk replacements in the locations noted are feasible and economical from the engineering standpoint. The improvements are also necessary to address public safety concerns. We recommend that if the project proceeds, the improvements be constructed as noted above. We also recommend that the Council accept this feasibility report and hold the Public Improvement Hearing. Based on comments heard at the Public Improvement Hearing, if the Council decides to proceed, we recommend that the Council order the 2009 Sidewalk Improvement project, authorize preparation of plans, approve the plans (the attached maps) and authorize staff to obtain quotes. We also recommend that the City set the date for the Assessment Hearing for the July 6, 2009 Council Meeting.

Sincerely,

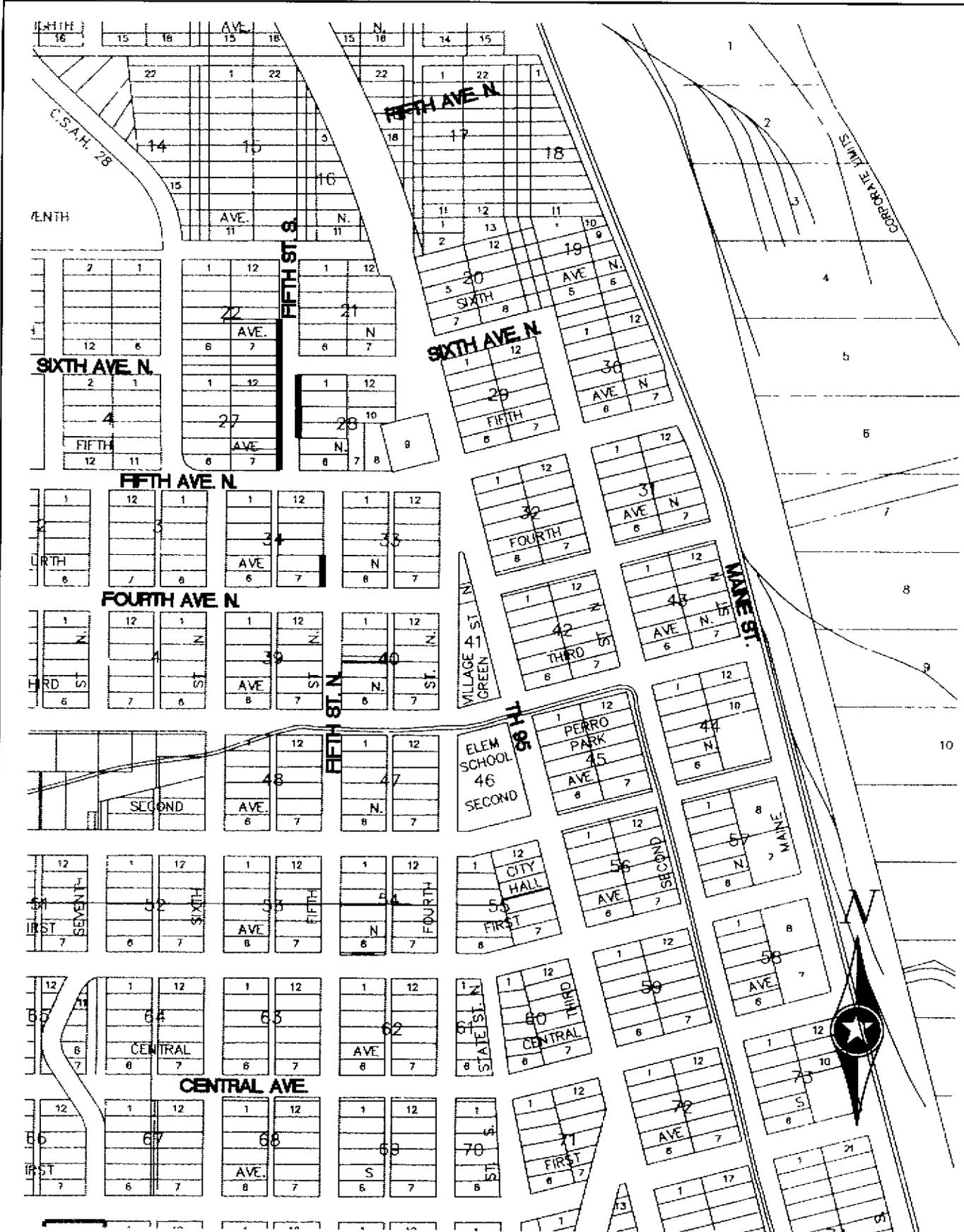
A handwritten signature in black ink, appearing to read 'B.C. Peters'.

Barry C. Peters, PE
City Engineer, Reg. No. 14148

bcp

Attachments

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S:\AEP\bayport\0801001\2009\09_sidewalk\2009_sidewalk.dwg, 5/27/2009 1:44:54 PM, Adobe PDF



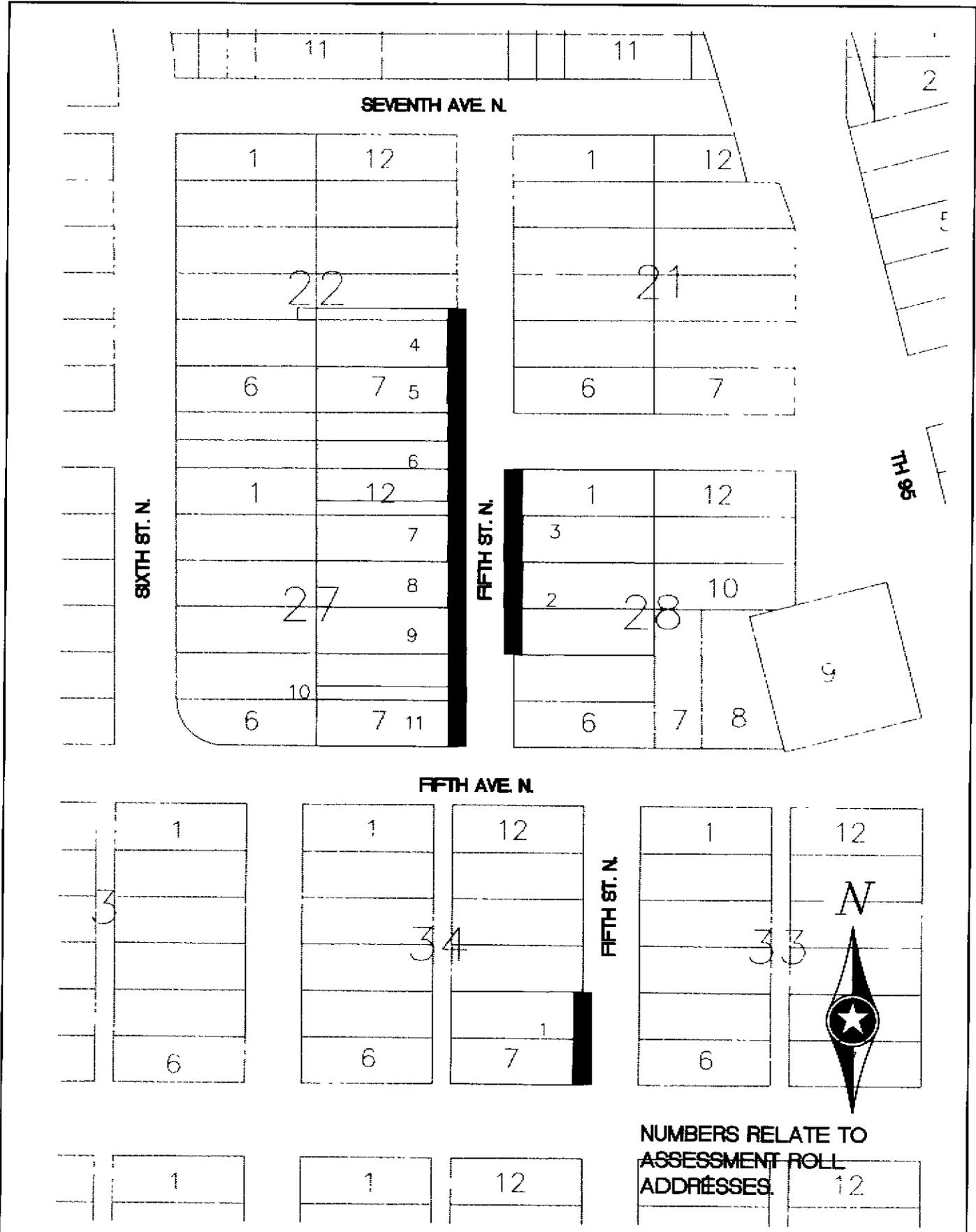
PHONE: (651) 490-2000
 3535 VADNAIS CENTER DR.
 ST. PAUL, MN 55110

FILE NO.
 ABAYPO801.00

DATE:
 5/20/09

**2009 SIDEWALK
 IMPROVEMENTS
 BAYPORT, MINNESOTA**

**EXHIBIT
 NO. 1**



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

FILE NO.
ABAYPO801.00
DATE:
5/20/09

**2009 SIDEWALK
IMPROVEMENTS
BAYPORT, MINNESOTA**

**EXHIBIT
NO. 2**

Bayport, Minnesota
 2009 Sidewalk Improvement Project
 SEI File ABAYFC0801.00

PROPERTY ADDRESS	PIN NO.	NAME	Lot	Block	SIDEWALK DIMENSIONS		AREA Sq. Ft.	Sidewalk Replacement	ESL. PROJECT COST	PROPERTY OWNERS COST 50%	CITY COSTS
					Width (ft.)	Length (ft.)					
1 504 5th Street N vac Lot	10 029 2011 0024 03 029 2044 0059	Robert Poutre Backyard of Bayport LLC	7 & 8 3 & 4	34 28	4 4	100 96	400 384	\$2,640 00 \$2,534 40	\$2,640 00 \$2,334 40	\$1,320 00 \$1,267 20	\$1,320 00 \$1,267 20
3 687 5th Street N	03 029 2044 0058	John Buckley City of Bayport	1 & 2	28	4	100	400	\$2,640 00	\$2,640 00	\$1,320 00	\$1,320 00
4 722 5th Street N	03 029 2044 0042	Debra Francis	8, pt 9 & 4	22	4	16 5	66	\$422 40	\$422 40		\$422 40
5 710 5th Street N	03 029 2044 0041	Eileen Brinkman	7 and pt vac 6th Ave	22	4	50	200	\$435 60	\$435 60	\$217 80	\$217 80
6 688 5th Street N	03 029 2044 0057	Karen Johnson	pt 12 & pt vac 6th Ave	27	4	40	160	\$1,320 00	\$1,320 00	\$660 00	\$660 00
7 672 5th Street N	03 029 2044 0056	Arlen Beiswle	11 & pt 12	27	4	65	260	\$1,056 00	\$1,056 00	\$528 00	\$528 00
8 vac Lot	03 029 2044 0055	A. Dwayne & Jeanette Nelson	10	27	4	50	200	\$1,716 00	\$1,716 00	\$858 00	\$858 00
9 652 5th Street N	03 029 2044 0053	Jason Koch	9 & pt 8	27	4	85	340	\$1,320 00	\$1,320 00	\$660 00	\$660 00
10 446 5th Avenue N	03 029 2044 0054	Gary Jinks	pt 8	27	4	15	60	\$2,244 00	\$2,244 00	\$1,122 00	\$1,122 00
11	03 029 2044 0052	Gary Jinks	7	27	4	50	200	\$396 00	\$396 00	\$198 00	\$198 00
								\$1,320 00	\$1,320 00	\$660 00	\$660 00
								\$18,044 40	\$18,044 40	\$8,811 00	\$8,811 00
										\$8,811 00	\$8,811 00

Estimated Pricing: 5 inch thick sidewalk = \$6.60 per square foot, including 10% associated costs

RESOLUTION NO. _____

**RESOLUTION ORDERING IMPROVEMENTS AND DIRECTING PREPARATION OF
FINAL PLANS AND SPECIFICATIONS**

WHEREAS, after due Notice of Public Hearing on the construction of improvements for the City of Bayport, Minnesota, hearing on said improvements was duly held and the Council heard all persons desiring to be heard on the matter and fully considered the same; and

WHEREAS, at said hearing there was available a reasonable estimate of the amount to be assessed and a description of the methodology, in the form attached hereto as Exhibit A:

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

1. Said improvements are necessary, cost-effective, and feasible as detailed in the feasibility report.
2. It is advisable, expedient and necessary that said improvements as described in the Notice of Hearing thereon be constructed, and the same are hereby ordered made.
3. The improvements described in said Notice of Hearing are hereby designated and shall be known as the 2009 Sidewalk Improvement Project.
4. The Consulting Engineers, Short Elliott Hendrickson, Inc., are hereby directed to prepare final plans and specifications for said improvements.
5. The City Council shall let the contract for all or part of the work for said improvements or order all or part of the work done by day labor or otherwise as authorized by Minnesota Statutes, Section 429.041, Subdivision 2 within one year of the date of this resolution ordering said improvements.

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

Mayor Nowaczek -
Council Member Johnson -
Council Member Seeberger -

Council Member Carlson -
Council Member Kraftson -

Passed by the City Council, City of Bayport, Washington County, Minnesota, this 1st day of June, 2009.

Jonathan Nowaczek, Mayor

ATTEST:

Mike A. McGuire, City Administrator

Bayport, Minnesota
 2009 Sidewalk Improvement Project
 SFH File ABAYPO0801.00

PROPERTY ADDRESS	PIN NO.	NAME	Lot	Block	SIDEWALK DIMENSIONS		ARFA Sq. Ft.	Sidewalk Replacement	EST. PROJECT COST	PROPERTY OWNERS COST 50%	CITY COSTS
					Width (ft.)	Length (ft.)					
1 504 5th Street N	10 029 2011 0024	Robert Poutre	7 & 8	34	4	100	400	\$2,640.00	\$2,640.00	\$1,320.00	\$1,320.00
2 vac Lot	03 029 2044 0059	Backyard of Bayport LLC	3 & 4	28	4	96	384	\$2,534.40	\$2,534.40	\$1,267.20	\$1,267.20
3 687 5th Street N	03 029 2044 0058	John Buckley	1 & 2	28	4	100	400	\$2,640.00	\$2,640.00	\$1,320.00	\$1,320.00
		City of Bayport			4	16	64	\$422.40	\$422.40		\$422.40
4 722 5th Street N	03 029 2044 0042	Debra Francis	8, pt 9 & 4	22	4	16.5	66	\$435.60	\$435.60	\$217.80	\$217.80
5 710 5th Street N	03 029 2044 0041	Eileen Brinkman	7 and pt vac 6th Ave	22	4	50	200	\$1,320.00	\$1,320.00	\$660.00	\$660.00
6 688 5th Street N	03 029 2044 0057	Karen Johnson	pt 12 & pt vac 6th Ave	27	4	40	160	\$1,056.00	\$1,056.00	\$528.00	\$528.00
7 672 5th Street N	03 029 2044 0056	Arlen Belisle	11 & pt 12	27	4	65	260	\$1,716.00	\$1,716.00	\$858.00	\$858.00
8 vac Lot	03 029 2044 0055	A Dwayne & Jeanette Nelson	10	27	4	50	200	\$1,320.00	\$1,320.00	\$660.00	\$660.00
9 652 5th Street N	03 029 2044 0053	Jason Koch	9 & pt 8	27	4	85	340	\$2,244.00	\$2,244.00	\$1,122.00	\$1,122.00
10 446 5th Avenue N	03 029 2044 0054	Gary Jinks	pt 8	27	4	15	60	\$396.00	\$396.00	\$198.00	\$198.00
11	03 029 2044 0052	Gary Jinks	7	27	4	50	200	\$1,320.00	\$1,320.00	\$660.00	\$660.00
									\$18,044.40	\$8,811.00	\$9,233.40

Estimated Pricing: 5 inch thick sidewalk = \$6.60 per square foot, including 10% associated costs

RESOLUTION NO. _____

RESOLUTION CALLING HEARING ON ASSESSMENTS FOR
2009 SIDEWALK IMPROVEMENT PROJECT

WHEREAS, the City Administrator and the Consulting Engineer have been directed to prepare an assessment roll for the 2009 Sidewalk Improvement Project, and said proposed assessment roll will be on file in the City's offices after this meeting for public inspection;

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

1. The City Administrator shall publish notice that this Council will meet to consider the proposed assessments on July 6, 2009 at 6:00 p.m. at the City Hall of said City of Bayport, Minnesota.
2. A notice of the proposed assessment shall be mailed to the owners of each parcel of property described in the assessment roll.
3. The public notice shall be published in the official newspaper for the City at least two weeks prior to the hearing and the mailed notice shall be sent to the owners of each parcel described in the assessment roll.
4. If the adopted assessment differs from the proposed assessment as to any particular lot, piece or parcel of land, an amended notice shall be mailed to the owner stating the amount of the adopted assessment. Owners must also be notified by mail of any changes adopted by the Council in interest rates or prepayment requirements from those contained in the mailed notice of the proposed assessment.

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

Mayor Nowaczek -
Council Member Johnson -
Council Member Seeberger -

Council Member Carlson -
Council Member Kraftson -

Passed by the City Council, City of Bayport, Washington County, Minnesota, this 1st day of June, 2009.

ATTEST:

Jonathan Nowaczek, Mayor

Mike A. McGuire, City Administrator



SANDERS WACKER BERGLY, INC.
Landscape Architects And Planners

TRANSMITTAL

TO: Mike McGuire

FROM: Larry Wacker

COMPANY: City of Bayport

DATE: 5/27/09

RE: **Recommendation to Award**
Barker's Alps Park Site Improvements
Bayport, MN
Bids Taken May 26, 2009

SWB PROJECT NUMBER:

COPY TO:

NOTES/COMMENTS:

Sanders Wacker Bergly, Inc. recommends that the Contract for Barker's Alps Park Site Improvements in Bayport, MN be awarded to Miller Excavating, Inc., 3636 Stagecoach Trail North, Stillwater, MN 55082 for the amount of their Base Bid plus Unit Price Items 1, 2, 3, 4 and 5 and Bid Alternate Nos. 1,2,4,5 and 6 for a total of \$454,081.40.

We recommend award of the contract based on the following observations:

1. The Bid was low among 8 qualified bids.
2. The bid is less than the designers cost estimate and is within the budget set for project.
3. Miller Excavating, Inc. has been notified that the City of Bayport proposes to award the project to their firm and they have agreed to complete the work for the amounts submitted.
4. Mel Horak indicated that Miller Excavating has completed numerous projects for the City of Bayport and their work has been satisfactory.

A copy of the bid tally including a summary of all bids and detailed summaries of the two low bids are attached.

The following table contains a summary of the budget for the project:

BUDGET ITEM	AMOUNT
Award to Miller Excavating for work including all work proposed as part of the Phase I improvement package for Barker's Alps Park with the exception of the play equipment (to be bid separately) and some earthwork items for which there are unit prices included in the bid.	\$454,081.40

Play equipment budget	\$50,000.00
Design fees and construction testing	\$55,000.00
Contingency fund for additional debris and contaminated soil removal and import of soils	\$72,593.60
TOTAL	\$631,675.00

SWB, Inc. believes that the \$72,593.60 contingency fund is a reasonable amount for covering the cost of additional debris and contaminated soil removal, beyond quantities included in the contract, and the anticipated cost of earthwork unit price items. Our information is based on limited testing procedures, however, and it is possible that extra costs may exceed the amount of contingency funds. Additional contingency funds may be generated by reducing the number of alternates taken, if the Council so chooses, or by adding funds to the project if costs exceed the current budget.

Please call me if you have any questions or require additional information.

Bid Tally

Barker's Alps Park Site Improvements

Contractor	Base Bid	Unit Price	Alternates	Total
Miller Excavating Inc.	\$274,042.90	\$110,789.50	\$170,122.00	\$554,954.40
Rachel Contracting	\$366,000.00	\$83,070.00	\$150,000.00	\$599,070.00
Fitol Hintz	\$283,350.00	\$102,732.00	\$243,610.00	\$629,692.00
Copeland Building Corporation	\$351,000.00	\$110,665.00	\$184,000.00	\$645,665.00
Sunram Construction Inc.	\$363,800.00	\$138,348.50	\$196,610.00	\$698,758.50
Gladstone Construction*	\$351,500.00	\$164,037.50	\$187,200.00	\$702,737.50
Veit	\$382,756.50	\$89,470.00	\$260,360.00	\$732,586.50
Park Construction	\$418,570.00	\$176,046.00	\$318,900.00	\$913,516.00

* Used wrong Bid Form Sheet

Bid Summary - Barker's Alps Park Site Improvements

Lump Sum Base Bid: (Miller) \$274,042.90

Unit Prices				
Description	Unit	Estimated Qty.	Unit Price	Total
Remove and dispose of concrete rubble suitable for recycling from the area indicated on the drawings.	cy	1,000	\$9.95	\$9,950.00
Remove and dispose of material, where indicated on the drawings, that must be hauled to a landfill that is permitted to accept industrial waste. (LV)	cy	100	\$50.00	\$5,000.00
Remove and dispose of leaves, street sweepings and rubble, from the area indicated on the drawings, that may be hauled to a landfill accepting standard waste. (LV)	cy	1,500	\$9.95	\$14,925.00
Remove boulders larger than 6" to a depth of 3' below finish grades in the ballfield area near the center of the site.	sy	3,000	\$9.95	\$29,850.00
Haul and dispose of boulders larger than 6".	cy	200	\$9.95	\$1,990.00
Import and place sand, for filtration basins, conforming with MnDOT 3149K. (LV)	cy	570	\$7.85	\$4,474.50
Import and place granular borrow conforming with MnDOT 3149B1. (LV)	cy	1000	\$7.85	\$7,850.00
Import and place clean borrow conforming with the requirements described Section 02200, Paragraph 2.1.10 (see Addendum No. 1) (LV)	cy	1000	\$7.00	\$7,000.00
Import and place specified compost for topsoil mixture as indicated in Section 02200.	cy	1000	\$29.75	\$29,750.00
Total - Unit Prices				\$110,789.50

BID ALTERNATES		
Description		Total
1 Add construction of ag-lime infield, fencing, backstop and concrete dugout surface in the northerly ballfield		\$41,700.00
2 Add construction of the 24' wide aggregate surfaced road, aggregate surfaced parking lot, 18' wide aggregate surfaced drive from the road to the south park property line, installation of chain gate and seed all disturbed areas		\$25,792.50
3 Add construction of the 16' wide bituminous service drive from the south park property line to the water treatment facility, asphalt paths near the play area and bituminous basketball court, removal of the existing gravel road and seeding.		\$51,798.50
4 Add construction of the storm water pond including grading and excavation, perform grading of the open field play area and seed all disturbed areas.		\$21,107.00
5 Add construction of the play area including grading and excavation and perimeter curb, concrete bench and table slabs and seed all disturbed areas.		\$17,024.00
6 Add planting of trees, shrubs and ornamental grass in the vicinity of the play area at the south end of the park.		\$12,700.00
Total - Bid Alternates		\$170,122.00

OVERALL TOTAL \$551,954.40

Bid Summary - Barker's Alps Park Site Improvements

Lump Sum Base Bid: (Rachel) \$366,000.00

Unit Prices				
Description	Unit	Estimated Qty.	Unit Price	Total
Remove and dispose of concrete rubble suitable for recycling from the area indicated on the drawings.	cy	1,000	\$14.00	\$14,000.00
Remove and dispose of material, where indicated on the drawings, that must be hauled to a landfill that is permitted to accept industrial waste. (LV)	cy	100	\$33.00	\$3,300.00
Remove and dispose of leaves, street sweepings and rubble, from the area indicated on the drawings, that may be hauled to a landfill accepting standard waste. (LV)	cy	1,500	\$16.00	\$24,000.00
Remove boulders larger than 6" to a depth of 3' below finish grades in the ballfield area near the center of the site.	sy	3,000	\$1.50	\$4,500.00
Haul and dispose of boulders larger than 6".	cy	200	\$5.00	\$1,000.00
Import and place sand, for filtration basins, conforming with MnDOT 3149K. (LV)	cy	570	\$11.00	\$6,270.00
Import and place granular borrow conforming with MnDOT 3149B1. (LV)	cy	1000	\$8.00	\$8,000.00
Import and place clean borrow conforming with the requirements described Section 02200, Paragraph 2.1.10 (see Addendum No. 1) (LV)	cy	1000	\$3.00	\$3,000.00
Import and place specified compost for topsoil mixture as indicated in Section 02200.	cy	1000	\$19.00	\$19,000.00
Total - Unit Prices				\$83,070.00

BID ALTERNATES		
Description		Total
1	Add construction of ag-lime infield, fencing, backstop and concrete dugout surface in the northerly ballfield	\$27,000.00
2	Add construction of the 24' wide aggregate surfaced road, aggregate surfaced parking lot, 18' wide aggregate surfaced drive from the road to the south park property line, installation of chain gate and seed all disturbed areas	\$17,000.00
3	Add construction of the 16' wide bituminous service drive from the south park property line to the water treatment facility, asphalt paths near the play area and bituminous basketball court, removal of the existing gravel road and seeding.	\$52,000.00
4	Add construction of the storm water pond including grading and excavation, perform grading of the open field play area and seed all disturbed areas.	\$23,000.00
5	Add construction of the play area including grading and excavation and perimeter curb, concrete bench and table slabs and seed all disturbed areas.	\$18,000.00
6	Add planting of trees, shrubs and ornamental grass in the vicinity of the play area at the south end of the park	\$13,000.00
Total - Bid Alternates		\$150,000.00

OVERALL TOTAL \$599,070.00

RESOLUTION NO. _____

**RESOLUTION ORDERING IMPROVEMENTS, RECEIVING BIDS AND
AWARDING CONTRACT FOR BARKER'S ALPS PARK PHASE I
IMPROVEMENTS**

WHEREAS, the City Council of the City of Bayport has had substantive discussions regarding Phase I of the Barker's Alps Park Improvements; and

WHEREAS, the Consulting Engineers have prepared final plans and specifications for the Barker's Alps Park Phase I Improvements; and

WHEREAS, bids have been solicited and received by the City; and

WHEREAS, the City Council of the City of Bayport now desires to move forward in ordering the project, receiving the bids and awarding the contract for the Barker's Alps Park Phase I Improvements as follows:

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

1. Said improvements are necessary, cost-effective, and feasible.
2. It is advisable, expedient and necessary that said improvements be constructed, and the same are hereby ordered made.
3. The improvements described are hereby designated and shall be known as the Barker's Alps Park Phase I Improvements.
4. All bids on the construction of the Barker's Alps Park Phase I Improvements have been received and tabulated.
5. The bid of Miller Excavating, Inc., Stillwater, Minnesota, in the amount of \$454,081.40, for the construction of said improvements in accordance with the plans and specifications and advertisement for bids is the lowest responsible bid and shall be and hereby is accepted.
6. The Mayor and City Administrator are hereby authorized and directed to enter into a contract with said bidder for the construction of said improvements for and on behalf of the City of Bayport.

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

Mayor Nowaczek –
Council Member Johnson -
Council Member Seeberger -

Council Member Carlson -
Council Member Kraftson -

Passed by the City Council, City of Bayport, Washington County, Minnesota, this 1st day of June, 2009.

Jonathan Nowaczek, Mayor

ATTEST:

Mike A. McGuire, City Administrator



SANDERS WACKER BERGLY, INC.
Landscape Architects And Planners

TRANSMITTAL

TO: Mike McGuire

FROM: Larry Wacker

COMPANY: City of Bayport

DATE: 5/27/2009

RE: Proposal for Environmental
Engineering work - Barker's Alps Phase
I Site Improvements

SWB PROJECT NUMBER:

COPY TO:

There are two tasks that must be performed, by an Environmental Engineer licensed by the MPCA, before construction may proceed on the Barker's Alps Park Site Improvement project. The work relates to the clean-up of rubble and minor contaminants at Barker's Alps and includes the following:

- Preparation of a "No Association Determination" for the soil contamination which, basically, is documentation that the City has not contributed to the soil contamination on the site.
- Preparation of an "Action Plan/Development Response Action Plan", which is a document that defines the procedures that will be followed for clean-up of the site.

I recommend hiring PEER Engineering to provide these services because they performed the Phase I and II Environmental studies and are best able to prepare documents that are consistent with findings and recommendations in those reports.

PEER has proposed to do the work for a fee not to exceed \$3,500.00 as described in the attached proposal. I feel the price is reasonable based on past experience with such work.

Please call if you have any questions or comments.

Peer Engineering, Inc.
7615 Golden Triangle Drive, Suite N
Eden Prairie, MN 55344
(952) 831-3341 Fax (952) 831-4552



May 19, 2009

Mr. Larry L. Wacker
Sanders Wacker Bergly, Inc.
365 East Kellogg Boulevard
Saint Paul, MN 55101

RE: Proposal for RAP Preparation
and MPCA Correspondence
Barker's Alps Park
Bayport, Minnesota

Dear Mr. Wacker:

Peer Engineering, Inc. (Peer) is pleased to provide this proposal for environmental consulting services related to the Barker's Alps Park property in Bayport, Minnesota. This proposal includes preparation of a Response Action Plan (RAP) to facilitate construction of the City of Bayport's planned improvements to the Barker's Alps Park property, and correspondence with the Minnesota Pollution Control Agency (MPCA) Voluntary Investigation and Cleanup (VIC) Program to facilitate the issuance of a No Association Determination (NAD) for the City of Bayport.

Background Information

In late 2008/early 2009, Peer was retained by the MPCA to conduct a Phase I Environmental Site Assessment (ESA) and Phase II Investigation of the Barker's Alps Park property. The Phase II Investigation was conducted to evaluate potential soil contamination related to three areas of historic unpermitted dumping at the Property identified by the Phase I ESA. The Phase I ESA and Phase II Investigation were conducted under Peer's Superfund, Petroleum and Agriculture Professional Environmental Multi Site Contract for (Level 2B - Superfund Only Environmental Services) contract (Contract #B17492).

The three historic unpermitted dumping areas at the Property evaluated by the Phase II Investigation included:

- ♦ Area 1 - this area is located in the south central portion of the Property and is bisected by the north-south orientated dirt road/path.
- ♦ Area 2 - this area is located in the southeastern portion of the Property just north of the east/west orientated dirt road
- ♦ Area 3 - this area is located just southwest of gravel parking lot in the central portion of the Property.

Peer's Phase II Investigation report dated February 12, 2009, recommended that a RAP be prepared to facilitate construction of the planned park improvements. In addition, Peer recommended that the City of Bayport request a No Association Determination for the contamination identified at the Property by the Phase II Investigation. The following outlines the environmental consulting services to be completed for the City of Bayport in preparation for the future park improvements.

Scope of Services

The proposed services by Peer are consistent with the recommendations included in the Phase II Investigation report and include:

- ♦ Prepare a RAP document for submittal to the MPCA VIC Program. The RAP will outline the environmental response actions that need to be completed to facilitate construction of the planned park improvements which are anticipated to include: a) removal and proper disposal and/or recycling of the significant accumulations of surface debris in selected areas; b) remediation of the identified PAH and DRO impacted soil hotspot); c) re-grading following debris removal, and then placement of topsoil and seeding of the areas to minimize runoff and erosion; and d) environmental monitoring, testing and documentation requirements for RAP implementation.
- ♦ Correspond with the MPCA VIC Program to facilitate their approval of the RAP and to request the issuance of a "retroactive" No Association Determination (NAD) for the City of Bayport. Specific MPCA correspondence to be completed by Peer is anticipated to include preparation of a Past Actions/Proposed Actions letter requesting the retroactive NAD letter, and assistance with preparation of an affidavit to be signed by the City of Bayport (a typical MPCA requirement for a retroactive NAD).

This proposal does not include environmental services related to implementing the MPCA-approved RAP during construction of the park improvements. The MPCA is currently considering hiring Peer under our Superfund Contract to conduct the RAP implementation environmental monitoring work.

May 19, 2009

Cost Estimate

Services will be provided on a time and materials basis. The estimated cost to complete the scope of services is summarized as follows:

♦ RAP Preparation	\$3,000
♦ MPCA Correspondence	<u>\$500*</u>
Estimated Project Total:	\$3,500

The above cost estimate does not include MPCA VIC Program fees. The VIC Program charges \$150/hour for staff review and correspondence time. The MPCA VIC Program will bill the City of Bayport directly for its services, per the previously submitted VIC Program application on file at MPCA.

Terms of Service

Peer will provide the services outlined in this Proposal in accordance with the terms and conditions stated in the attached Agreement of General Conditions. Services will be invoiced monthly on a time and materials basis in accordance with the rates specified in the attached Schedule of Charges and Equipment Rates. Payment of invoices is due net thirty (30) days with interest added to unpaid balances.

We appreciate the opportunity to present this proposal. If you would like us to proceed with the proposed scope of work, please sign and return a copy of the proposal to me as your authorization to proceed.

If you have any questions regarding this proposal, please do not hesitate to contact me at your convenience at (952) 697-0570.

Sincerely,
Peer Engineering, Inc.



Stephen T. Jansen, M.S., P.G.
President

Attachments: Agreement of General Conditions
Schedule of Charges

Proposal for RAP Preparation
and MPCA Correspondence
Barker's Alps Park, Bayport, MN
Page 4

May 19, 2009

The undersigned authorizes Peer Engineering, Inc. to proceed in accordance with the above-stated terms and is responsible for payment.

Date

Client Name

Authorized Signature

Print Name

Title

APPRAISAL OF



A Single Family Home

LOCATED AT:

297 Lake Street
Bayport, MN 55003

CLIENT:

City of Bayport
294 North 3rd Street
Bayport, MN 55082

AS OF:

May 5 2009

BY:

Raymond W. Kirchner, SRA/SRPA

May 7, 2009

Mike McGuire
City of Bayport
294 North 3rd Street
Bayport, MN 55082

File Number 9-BP 297 Lake

Dear Mr. McGuire

In accordance with your request, I have appraised the real property at

297 Lake Street
Bayport MN 55003

The purpose of this appraisal is to develop an opinion of the defined value of the subject property, as improved.
The property rights appraised are the fee simple interest in the site and improvements.

In my opinion, the defined value of the property as of May 5, 2009 is

\$650,000
Six Hundred Fifty Thousand Dollars

The attached report contains the description, analysis and supportive data for the conclusions, final opinion of value, descriptive photographs, assignment conditions and appropriate certifications.

Respectfully,



Raymond W. Kirchner, SRA/SRPA

Phased Retirement Agreement



Public Employees Retirement Association (PERA)
 60 Empire Drive, Suite #200, Saint Paul, MN 55103-2088
 Member Information Services: 651-296-7460 or 1-800-652-9026
 PERA Fax Number: 651-297-2547

Instructions: Type or print in black ink. Original to be mailed by the PERA member, along with a completed *Application for PERA Retirement Benefits*, prior to the start of employment under the phased retirement program. As applicable, a signed copy of any subsequent *Phased Retirement Agreements* must also be provided to PERA prior to their effective dates. Both Parts A and B must be completed in their entirety.

Please read the reverse side for details about the requirements relating to phased retirement.

Part A - For completion by the employer that will employ the individual		
Name of Employer City of Bayport	PERA Employer Number (6-digits) 331000	
Name of Individual who will hold a Phased Retirement Position in your Entity Michael McGuire	Last 4 digits of Member's Soc. Sec. No. 1801	
Dates of the Phased Retirement Employment (must be limited to a one-year period)	Begin Date 6/1/09	End Date 5/31/10
Identify if this is the first agreement covering phased retirement for the named employee or a renewal of a prior arrangement. <input checked="" type="checkbox"/> Initial Agreement <input type="checkbox"/> 1 st Renewal <input type="checkbox"/> 2 nd Renewal <input type="checkbox"/> 3 rd Renewal <input type="checkbox"/> 4 th Renewal <i>Note. Phased retirement employment may be for periods of up to one year, not to exceed a total duration of five years</i>		
I understand that wages earned by the above-named individual during this period of employment must be reported to PERA and that the amounts will not be subject to PERA withholding. I further certify that this individual will be employed in accordance with the phased retirement employment conditions described in this agreement and in M.S. §353.371, and I agree to ensure that this governmental subdivision complies with all related requirements.		
Signature of Employer Representative Wanda Madsen, Finance Officer	Date of Signature 6/1/09	
Part B - To be signed by the PERA member		
I have read the requirements that must be met to qualify for the phased retirement program on the back of this form and confirm that I will meet all of the criteria. I understand that while employed in a phased retirement position, I will not accrue service credits in PERA and my retirement benefit will not be subject to reduction under the provisions regarding reemployed annuitants (M.S. §353.37). I further understand and accept the conditions of phased retirement employment described in this agreement and in M.S. §353.371.		
Signature of PERA Member Michael A. McGuire	Date of Signature 6/1/09	

Important Information about Phased Retirement Public Employees Retirement Association (PERA)

Eligibility of Coordinated Plan Member

To be eligible to draw a PERA retirement benefit while working as an employee for a PERA-covered employer, the member must:

1. be employed for at least 1,044 hours per year for the five years immediately preceding participation in the phased retirement program;
2. be age 62 or older at the time the phased retirement offer from a PERA-covered employer is approved;
3. agree to reduce the hours of work in public service, when compared to his or her previous work schedule, by at least 25 percent and limit the hours of work per year to 1,044 or fewer;
4. be eligible for a monthly retirement benefit from PERA, and
5. provide a completed *Phased Retirement Agreement* form to PERA, along with an *Application for PERA Retirement Benefits*.

Additionally, if the PERA member is accepting a phased retirement position in an agency of the State of Minnesota, he or she cannot be eligible for the State Employee Post-Retirement Option program.

Information for Members under Full Retirement Age

Following an employee's termination of employment in a phased retirement position, the individual—if under full retirement age for Social Security—must have a complete and continuous separation from employment by a PERA-covered employer for a minimum of 30 days in order to continue to receive a PERA retirement benefit. This separation includes the provision of paid services as an independent contractor or consultant or as an employee of such a firm, and also includes performing services for a PERA-covered employer as a volunteer. In addition, there can be no written or verbal agreement prior to termination of the phased retirement position to provide future services to a PERA-covered employer. Failure, by an individual who has not reached full retirement age, to abide by these requirements will result in the cancellation of the PERA retirement benefits.

Social Security Full Retirement Age	
Year Born	Full Retirement Age
-1937	65
1938	65 + 2 months
1939	65 + 4 months
1940	65 + 6 months
1941	65 + 8 months
1942	65 + 10 months
1943 - 1954	66

Responsibilities of the Employer

An employer is under no obligation to offer the phased retirement option to a Coordinated Plan member. If such participation is offered, the employer must reduce the employee's hours of work, when compared to the individual's previous work schedule, by at least 25 percent and limit the hours per year to 1,044 or fewer.

The initial period of phased retirement employment for an individual cannot exceed one year; however, it may be renewed by the employer and employee for periods of up to one year, for a maximum of five years. If an individual's employment under a PERA Phased Retirement Agreement is not renewed, or at the conclusion of the five-year maximum phased retirement employment period, the employer must immediately report the employee's termination date to PERA.

Employers must report to PERA the pay period earnings of employees who work in public service under this provision. The employer will report the employee's salary under the Exempt Plan, after having enrolled the individual in that PERA plan. No employee deductions or employer contributions are payable to the retirement plan on the earnings of the phased retirement position.