

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
October 1, 2007**

REGULAR MEETING

6:00 P.M.

CALL TO ORDER

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

PROCLAMATIONS, COMMENDATIONS, PETITIONS, AND ANNOUNCEMENTS

1. September recycling award to Helen Strong

OPEN FORUM

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

- 1.
- 2.

CONSENT AGENDA

TAB #

Consider approving a resolution adopting items 1 through 10

- | | |
|--|---|
| 1. September 10, 2007 City Council regular meeting minutes | 1 |
| 2. September payables and receipts | 2 |
| 3. September building, plumbing and mechanical permits | 3 |
| 4. St. Croix Valley Cable Commission budget for 2008 | 4 |
| 5. Budgeted fund transfers | 5 |
| 6. Interest earning fund transfer | 6 |
| 7. Revised budget resolution | 7 |
| 8. Request for \$1,200.00 donation to the Youth Service Bureau | 8 |
| 9. Step increase for Public Works Supervisor | 9 |
| 10. Set December 3, 2007 at 6:00 p.m. as the city's truth in taxation hearing and
December 10, 2007 at 5:00 p.m. as the truth in taxation follow-up hearing and levy
certification | |

PUBLIC HEARINGS

COUNCIL LIAISON REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

	<u>TAB #</u>
1. Discuss 2006 city audit	10
2. Consider completing a wetland delineation study for Lakeside Park	11
3. Consider authorizing Sanders, Wacker, Bergly, in association with MLA Architects to complete a master park plan for Barkers Alps Park	12
4. Consider an amendment to Chapter 58 Utilities regarding emergency regulations and restrictions	13
5. Consider installation of a gas line to the bathhouse at Lakeside Park	14
6. Discuss options for storage of forfeiture vehicles	15

COUNCIL ITEMS AND ANNOUNCEMENTS

- 1.
- 2.

CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS

1. Comprehensive Plan Public Open House scheduled for Wednesday, November 7, 2007
The public will have an opportunity to comment on the draft Comprehensive Plan at the open house. The draft plan will then be presented to the Planning Commission later in November and the City Council in December.
2. Move to closed session to discuss pending litigation as provided by attorney-client privilege.

ADJOURNMENT

RESOLUTION NO. 07-

EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA HELD OCTOBER 1, 2007

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 1st day of October 2007, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-10 FROM THE OCTOBER 1, 2007 CITY COUNCIL AGENDA

1. September 10, 2007 City Council regular meeting minutes
2. September payables and receipts
3. September building, plumbing and mechanical permits
4. St. Croix Valley Cable Commission budget for 2008
5. Budgeted fund transfers
6. Interest earning fund transfer
7. Revised budget resolution
8. Request for \$1,200.00 donation to the Youth Service Bureau
9. Step increase for Public Works Supervisor
10. Set December 3, 2007 at 6:00 p.m. as the city's truth in taxation hearing and December 10, 2007 at 5:00 p.m. as the truth in taxation follow-up hearing and levy certification

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

Jonathan Nowaczek –
Dan Johnson –
Sharon Ridgway –

Connie Carlson –
Torry Kraftson –

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 1st day of October, 2007.

ATTEST:

Mike McGuire, City Administrator

Jon Nowaczek, Mayor

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS
SEPTEMBER 10, 2007
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor Nowaczek called the regular City Council meeting of September 10, 2007 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

ROLL CALL

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

Members Absent: None

Others Present: Administrator Mike McGuire, Police Chief Laura Eastman, Public Works Supervisor McI Horak, Library Director Kathy MacDonald, Engineer Barry Peters, Assistant Administrator/Planner Sara Taylor, and Attorney Nick Vivian

PROCLAMATIONS/COMMENDATIONS/PETITIONS

1. Mayor Nowaczek read a proclamation in recognition of resident Clara Ahlers who celebrated her 100th birthday on September 1, 2007. He encouraged residents who achieve similar milestones to contact the city, so they may also be recognized by the City Council.
2. Mayor Nowaczek announced that the August recycling award went to Dan Ridgway.

OPEN FORUM

1. Gloria Sell, 10690 Quarry Avenue, Stillwater, Minnesota, stated she is a former city employee and believes the city did not follow its personnel policy procedure when terminating her as the city's Finance Officer. She requested that she be reinstated until such time that a determination can be made of her employment status in a closed session with the City Council, which would allow her to respond to Administrator McGuire's allegations against her. Mayor Nowaczek indicated that Item # 11 on the Consent Agenda, *Authorization to replace Finance Officer position*, be moved to the end of tonight's New Business.
2. Mary Goulette, on behalf of the Bayport Community Action League (BCAL), reminded everyone that Derby Days will be celebrated on September 14th and 15th, and that additional volunteers are needed. Volunteers can sign up via the BCAL website, www.bayportcommunityactionleague.com, or just show up to help.

CONSENT AGENDA

Mayor Nowaczek read items 1-10 on the amended consent agenda, noting that Item #11 was being moved to New Business, Item #5.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 07-20

**RESOLUTION, CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, APPROVING
CONSENT AGENDA ITEMS 1-10 FROM THE SEPTEMBER 10, 2007 CITY COUNCIL
AGENDA**

1. August 6, 2007 City Council regular meeting minutes
2. August payables and receipts
3. August building, plumbing and mechanical permits
4. Annual lawful gambling premise permit for American Legion Post 491 located at 263 North 3rd Street, Bayport, MN
5. Purchase of unused gravesites in Hazelwood Cemetery from William Huhnke
6. Renewal of 2:00 a.m. closing liquor license for Captains Corner located at 193 North 3rd Street, Bayport, MN
7. Change order no. 2 for well no. 2 air stripping system
8. Final payment to Natgun Corporation for the ground storage reservoir
9. Change order for Phase I - Lakeside Park Improvement Project
10. Final payment to Magney Construction for the Well #2 Air Stripper Project

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

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

PUBLIC HEARINGS

Public Improvement and Assessment Hearing for the 2007 City Sidewalk and Curb Rehabilitation Project and consider resolution adopting assessment roll: Engineer Peters noted that this is the assessment hearing for the above project that was ordered by the City Council at the August 6, 2007 meeting. He reviewed the project area and background of the work to date. Quotes for the project came in less than estimated, and the assessments were reworked based on the low quote. The purpose of the assessment hearing is to consider comments from property owners affected by the project.

Councilmember Carlson inquired whether the city has a master plan for sidewalk replacement. Public Works Supervisor Horak indicated there currently is no master plan; however sidewalks are inspected on a yearly basis. City policy is to preferably replace entire blocks of sidewalk at a time, and it is a continual replacement process, given root and weather issues, as well the quality of today’s concrete. He noted the city does require a premium concrete mixture in its specifications for this type of work.

It was moved by Councilmember Carlson and seconded by Councilmember Ridgway to close the public hearing. Motion carried.

Councilmember Ridgway introduced the following resolution and moved its adoption:

Resolution 07-21

A RESOLUTION ADOPTING THE ASSESSMENT ROLL FOR THE 2007 CITY SIDEWALK AND CURB REHABILITATION 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	Torry Kraftson – aye
Connie Carlson – aye	Sharon Ridgway – aye
Dan Johnson – aye	

UNFINISHED BUSINESS

Consider awarding the 2007 City Sidewalk and Curb Rehabilitation Project: Public Works Supervisor Horak indicated the city received very favorable quotes and recommended the project be awarded to the low quoter, Bailey Construction of Stillwater, Minnesota.

It was moved by Councilmember Kraftson and seconded by Councilmember Carlson to accept the quote submitted by Bailey Construction, Stillwater, Minnesota, in the amount of \$24,583.00, for the 2007 Sidewalk and Curb Rehabilitation Project. Motion carried.

COUNCIL LIAISON REPORTS

Councilmember Ridgway stated the next meeting of the Cable Commission is scheduled for September 19, 2007 at 7:00 p.m. at the Valley Ridge Mall.

Councilmember Kraftson reported the Middle St. Croix Watershed Management Organization (MSCWMO) met on August 9, 2007. Discussion continues on new regulations requiring stormwater management techniques for all city projects adding new impervious surfaces. A recommendation is forthcoming that will amend this requirement to larger projects that add at least 500 square feet of impervious surface. The next meeting is scheduled for September 13, 2007.

Councilmember Johnson reported the Bayport Library Foundation Board will be hosting a reception for the Master Gardeners who worked on the new landscaping for the library. It is scheduled for Thursday, September 27, 2007, 6:00 p.m. at the library. The next board meeting will be held immediately following the reception.

Councilmember Carlson reported the Lower St. Croix Partnership did not meet in September.

UNFINISHED BUSINESS (continued)

Update on proposed cremains area in Hazelwood Cemetery and consider authorization to complete a land survey and soil correction analysis: The Cemetery Advisory Commission had recommended creating a cremains only section at Hazelwood Cemetery, and quotes were solicited for professional services to replat a section of the cemetery. The cremains gravesites would measure 30 inches x 30 inches. Staff recommended awarding the replatting services to the low quoter, Landmark Surveying, in the amount of \$2,675.00. The soil condition in the proposed cremains area is very poor and should be corrected in conjunction with the replatting project. Quotes were solicited for this work, and staff recommended that Bell Trucking be awarded the soil correction project, for the low quoted price of \$7,800.00. The quote includes black dirt fill and seeding of the area.

The advisory group also recommended that the south portion (420 lineal feet) of the cemetery fence be repaired. This was added to the city's CIP during 2009-2012; however, staff recommended it be addressed in next year's budget cycle, due to the deteriorated condition of the fence. Staff has investigated a new fencing material that has a 20-year warranty.

It was moved by Councilmember Kraftson and seconded by Councilmember Ridgway to award the cremains replatting project to Landmark Surveying, Scandia, Minnesota, in the amount of \$2,675.00, and award the soil correction project for the cremains area to Bell's Trucking, Stillwater, Minnesota, in the amount of \$7,800.00. Motion carried.

Consider an amendment to the city code related to lawful gambling activity: Attorney Vivian reviewed changes to a draft amendment to the city's charitable gaming ordinance that incorporate the City Council's direction to provide for an exempt permit that would exclude organizations that conduct one event per year. Discussion followed on enforcing this type of exempt permit.

Councilmember Johnson introduced the following ordinance and moved its adoption:

Ordinance #792

AN ORDINANCE AMENDING SECTIONS 10-26 AND 10-33 OF THE CITY OF BAYPORT'S CODE OF ORDINANCES CREATING EXEMPT PERMITS FOR LOCAL CHARITABLE GAMING

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

NEW BUSINESS

Consider 2007 city budget: Administrator McGuire reviewed the proposed 2008 budget, including goals, the budgeting process, conditions affecting the budget, projected revenue sources, and departmental expenses. The city is proposing a levy of \$985,470.00, a 5.9% increase from 2007. It was noted that the last five budget years have realized a 0% increase and/or decrease in the city's levy. The proposed 2008 Capital Improvement Projects (CIP) plan was reviewed in detail, and the 2009-2012 CIP plan was reviewed. The city's debt service, bond debt balance, and major fund balances were examined. The water and sewer enterprise funds were reviewed, and it was noted a rate study and possible rate increase will be explored.

Administrator McGuire explained the levy process, noting that the State currently sets no levy limits, however he anticipates this could change in the near future. Library Director MacDonald explained that 50% of the library's revenue must come from public funds, i.e., the city, to retain its public status, thus the levy increase for library needs. The library is also actively exploring additional revenue sources to meet its operating needs, given the decline in available grant money. Mayor Nowaczek commented on the city's financial status and encouraged residents to contact Councilmembers or city staff with any questions regarding the city's operations and impact on the budget. He noted that even though there is a levy increase, the average property owner may see a slight decrease in city taxes, due to the city's larger tax base. Mayor Nowaczek noted his term ends in 2008, not 2010, as listed in the budget materials.

Councilmember Johnson introduced the following resolution and moved its adoption:

Resolution 07-22

RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA, ESTABLISHING THE PRELIMINARY LEVY CERTIFICATION FOR THE CITY'S GENERAL AND DEBT SERVICE FUND AND LIBRARY FUND AT \$985,470.00

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

Councilmember Johnson introduced the following resolution and moved its adoption:

Resolution 07-23

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING THE PRELIMINARY CITY BUDGET FOR 2008**

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

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

Councilmember Johnson introduced the following resolution and moved its adoption:

Resolution 07-24

**RESOLUTION OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
ADOPTING THE PRELIMINARY CAPITAL IMPROVEMENT PLAN FOR 2008 THROUGH
2012**

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

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

Consider a request to rezone 386 Maine Street South from I-Industrial to R2-Single-family Urban to allow construction of a new single-family home: Assistant Administrator/Planner Taylor reviewed Andersen Corporation's request to rezone 386 Maine Street South from industrial to residential to allow for the construction of a single-family home that would be donated to Twin Cities Habitat for Humanity. The property, that once contained a single-family home, is surrounded by a mixture of land uses, with the majority being single-family homes. If approved, the applicant plans to renovate the existing 2-car garage to comply with the Minnesota State Building Code and complement the exterior of the new house. Many of the mature trees on the lot would remain and new landscaping is proposed throughout the lot, particularly along the north side to serve as a buffer to the adjacent industrial facility. Staff believes the proposed house and improvements would complement and improve the neighborhood, and that the property may be best suited for residential use. The Planning Commission recommended approval of the rezoning application at its August 20, 2007 meeting, with the conditions listed in the staff report.

Last week, staff received supplemental information from the applicant requesting an increase to the footprint of the proposed house. According to the revised survey, the new footprint would comply with the setback and impervious coverage limitations set forth by city code. If the City Council approves the revised footprint, staff would make the appropriate changes to the resolution.

Susan Roeder, Manager of Community Affairs for Andersen Corporation, thanked city staff for their assistance with the project and explained their partnership with Habitat for Humanity. She noted this would be the 100th home Andersen Corporation has collaborated on with Habitat for Humanity. The Habitat for Humanity philosophy and home building/ownership process were explained.

Councilmember Kraftson made note of MSCWMO requirements regarding stormwater management and recommended that Andersen Corporation look into incorporating rain gardens into the landscaping to help control runoff. The city's building official will work with Andersen Corporation on the issue.

Councilmember Carlson introduced the following resolution and moved its adoption:

Resolution 07-25

RESOLUTION APPROVING ANDERSEN CORPORATION'S APPLICATION TO REZONE 386 MAINE STREET SOUTH, LEGALLY DESCRIBED AS LOT 15 AND THE NORTHERLY ½ OF LOT 14, BLOCK 89, BAYPORT, WASHINGTON COUNTY, MINNESOTA FROM I-INDUSTRIAL TO R-2 SINGLE-FAMILY URBAN

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

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

Consider rezoning 398 Maine Street South from I-Industrial to R2 Single-family Urban: Assistant Administrator/Planner Taylor stated the subject property is directly south of 386 Maine Street South, the property rezoned in the previous agenda item to allow for the Habitat for Humanity home. The property is zoned industrial, but contains a single-family residential home that is considered legally non-conforming. With the rezoning request for the adjacent Habitat for Humanity project, staff evaluated the zoning classifications of surrounding properties and felt this property should be zoned residential to provide consistency with zoning and land use. As such, the city initiated the rezoning request.

Councilmember Ridgway introduced the following resolution and moved its adoption:

Resolution 07-26

RESOLUTION APPROVING THE REZONING OF 398 MAINE STREET SOUTH, LEGALLY DESCRIBED AS LOT 13 AND THE SOUTHERLY ½ OF LOT 14, BLOCK 89, BAYPORT, WASHINGTON COUNTY, MINNESOTA FROM I-INDUSTRIAL TO R-2 SINGLE-FAMILY URBAN

Councilmember Kraftson suggested correcting a road right-of-way easement issue with the property at this time instead of waiting until such time as the property owner applies for a building permit that would require a land survey, as current policy dictates. Administrator McGuire explained that correcting the encroachment issue at this time could set a precedent for other properties throughout the city with similar issues, and the city could potentially incur significant engineering and legal fees.

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

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

Consider a request to refund fees for a right-of-way excavation/grading permit to Warren and Beth Utecht: Administrator McGuire reviewed the Utecht's request to be refunded \$250.00 the city charged for a right-of-way excavation/grading permit fee when the Utecht's hooked up to the city's water and sewer system as part of the South Minnesota Street Utility Project. City staff has reviewed the issue and determined that since the excavation was mainly on private land and the property owners have already

paid substantial assessments for the project, the excavation/grading permit fee of \$250.00 should be refunded. Three or four additional property owners who have hooked up to city utilities as part of the project have paid the same fee, and staff recommended that they also be refunded the \$250.00 fee.

It was moved by Councilmember Carlson and seconded by Councilmember Kraftson to refund a \$250.00 right-of-way excavation/grading fee to Warren and Beth Utecht, 832 Minnesota Street South, Bayport, Minnesota, and all other affected property owners in the South Minnesota Street Project. Motion carried.

Authorization to replace Finance Officer position: Mayor Nowaczek and Attorney Vivian noted that City Council discussion relating to this issue is subject to Minnesota Data Privacy Act statutes and personnel matters. Attorney Vivian provided a general overview of the city's process in terminating Gloria Sell as Finance Officer on August 30, 2007. In accordance with the city's personnel policy, Ms. Sell was informed that she could appeal the decision to the City Council at tonight's meeting by notifying staff by September 4th so it could be placed on the agenda. In addition, her 10-day appeal rights expired September 9th. The city did not receive a written notice of appeal from Ms. Sell; therefore, staff deemed that her appellate rights have waived at this point. He stated that the City Council would be in violation of meeting notification regulations if it discussed this matter in closed session tonight, because the proper notice was not given. Staff recommended that the City Council take action to discontinue Gloria Sell's employment and authorize staff to fill the position. Staff also requested authorization to issue final checks for payroll, accrued vacation, compensatory time and mileage reimbursement.

Councilmember Johnson questioned when Ms. Sell's appeal rights begin – when given the termination notice by the City Administrator or when approved by the City Council. Attorney Vivian indicated it was the administrator's decision and reviewed the city's grievance procedure. Ms. Sell stated that she did not feel the city's personnel policy was followed because there was no input by the City Council, as stated in city code. She requested that she be reinstated and that the matter be continued until a closed session could be held on the issue, to allow her an opportunity to respond to the performance issues that had been raised. She expressed concern with the transition of the finance department duties. Administrator McGuire stated that the city's former Finance Officer, John Nash, is filling in until the finance position is filled, and he has explored options for handling the more advanced duties of the position. He did not feel the matter should be continued and would like the staff's recommendations, as previously outlined, to be approved. Councilmembers indicated their support of Administrator McGuire's decision and recommendations.

It was moved by Councilmember Johnson and seconded by Councilmember Kraftson to discontinue the employment of Gloria Sell, authorize city staff to post and hire for the position, authorize staff to issue a final check for payroll, vacation accrued, up to 40 hours of compensatory time, and mileage reimbursement. Motion carried 5-0.

COUNCIL ITEMS/ANNOUNCEMENTS

1. Councilmember Ridgway reminded everyone to check out the activities planned for Bayport's Derby Days on Friday and Saturday, September 14th and 15th. Councilmember Johnson reiterated the need for volunteers and encouraged people to lend a helping hand.

ADMINISTRATOR/STAFF ITEMS AND ANNOUNCEMENTS

1. As part of its Wellhead Protection Plan process, the City of Bayport is required to hold an informational meeting with local units of government and the public to notify and inform them of the city's intent to prepare a wellhead protection plan. This meeting is scheduled for Monday, November 19, 2007 at 4:00 p.m. at City Hall.

ADJOURNMENT

It was moved by Councilmember Carlson and seconded by Councilmember Johnson to adjourn the meeting at 8:00 p.m. Motion carried.

CITY OF BAYPORT

REVENUE SUMMARY YTD THRU 09/30/07

FUND	FUND Descr	2007 Budget	2007 YTD Amt	2007 % of Budget
101	GENERAL	\$2,135,799.00	\$998,715.34	46.76%
102	STREET RECONSTRUCTION	\$0.00	\$12,045.24	0.00%
103	GO TIF BD FUND 1990 CAP PROJ	\$0.00	\$0.00	0.00%
105	GENERAL FIXED ASSETS	\$0.00	\$0.00	0.00%
106	TIF ECON DEV DIST 2	\$0.00	\$0.00	0.00%
107	TIF REDEVELOPMENT DISTRICT 2-1	\$0.00	\$15,552.10	0.00%
200	FIRE EQUIPMENT REPLACEMENT FUN	\$0.00	\$240,682.24	0.00%
201	D.A.R.E.	\$0.00	\$0.00	0.00%
202	DRUG FORFEITURE	\$0.00	\$0.00	0.00%
203	PUBLIC WORKS EQUIPMENT REPL	\$0.00	\$0.00	0.00%
204	RECREATION CAP EQUIP & MAINT	\$0.00	\$3,613.07	0.00%
205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%
206	WATER/SEWER IMPROVEMENT FUND	\$0.00	\$428,910.86	0.00%
207	PARK IMPROVEMENT FUND	\$0.00	\$14,000.00	0.00%
208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%
209	DEVELOPER REIMBURSED PROJECTS	\$0.00	\$31,320.00	0.00%
211	LIBRARY	\$285,574.00	\$67,348.71	23.58%
303	GO TIF BOND 1990 DEBT SERVICE	\$0.00	\$44,723.66	0.00%
307	DEBT SERVICE GO BONDS \$710,000	\$0.00	\$0.00	0.00%
601	WATER	\$299,600.00	\$128,123.19	42.76%
602	SEWER	\$561,117.00	\$316,051.63	56.33%
800	INVESTMENTS-POOLED	\$0.00	\$341,007.86	0.00%
803	P & Z ESCROWS	\$0.00	\$6,800.00	0.00%
851	NON EXP TRUST	\$0.00	\$0.00	0.00%
		\$3,282,090.00	\$2,648,893.90	80.71%

CITY OF BAYPORT

09/27/07 11:44 AM

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MONTHLY RECEIPTS

Period Name: SEPTEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
FUND 101 GENERAL				
101	9/26/2007	\$4.00	14261 copies Rick Reidt	R 101-00000-34105 USER FE
101	9/26/2007	\$2.00	14289 faxing d fernando	R 101-00000-34105 USER FE
101	9/26/2007	\$35.00	14317 Kinswood Management water meters	R 101-00000-34105 USER FE
101	9/26/2007	\$889.84	14292 alley assessment mary hanf	R 101-00000-36102 SPECIAL
101	9/26/2007	\$405.00	14302 Peter Clements Driveway Apron	R 101-00000-36102 SPECIAL
101	9/26/2007	\$1,004.40	14303 First American Assessment 3804th St	R 101-00000-36102 SPECIAL
101	9/26/2007	\$45.00	14304 Institutional Cd's refund wire fee	R 101-00000-36210 INVESTM
101	9/26/2007	\$1,675.00	14273 Rottlund BP fee	G 101-20102 S A C CHARGE
101	9/26/2007	\$1,675.00	14308 Rottlund BP	G 101-20102 S A C CHARGE
101	9/26/2007	\$2.00	14312 Torgerson Property Mgmt	G 101-20102 S A C CHARGE
101	9/26/2007	\$1,675.00	14316 Niles Construction	G 101-20102 S A C CHARGE
101	9/26/2007	\$2.31	14260 BP2007-63 Window World	G 101-20104 STATE SURCHA
101	9/26/2007	\$0.50	14269 Commers Water Company softeners	G 101-20104 STATE SURCHA
101	9/26/2007	\$104.81	14273 Rottlund BP fee	G 101-20104 STATE SURCHA
101	9/26/2007	\$0.50	14274 Craig Fritsche BP 2007-65	G 101-20104 STATE SURCHA
101	9/26/2007	\$0.50	14277 Ray Welter Mech permit	G 101-20104 STATE SURCHA
101	9/26/2007	\$0.50	14278 Champion Plumbing PP	G 101-20104 STATE SURCHA
101	9/26/2007	\$0.50	14279 Anderson Heating Mechanical Permit	G 101-20104 STATE SURCHA
101	9/26/2007	\$0.50	14282 Plumbing Permit Plymouth plumbing	G 101-20104 STATE SURCHA
101	9/26/2007	\$1.25	14284 permit 378 2nd ave s JTR Roofing	G 101-20104 STATE SURCHA
101	9/26/2007	\$66.50	14286 permit BP2007-70 Habitat for Humanity	G 101-20104 STATE SURCHA
101	9/26/2007	\$4.00	14287 siding permit timberland exteriors	G 101-20104 STATE SURCHA
101	9/26/2007	\$0.50	14288 mech permit automatic garage door	G 101-20104 STATE SURCHA
101	9/26/2007	\$0.50	14290 bp2007-74 c siegfried	G 101-20104 STATE SURCHA
101	9/26/2007	\$0.50	14291 mech permit automatic garage door	G 101-20104 STATE SURCHA
101	9/26/2007	\$99.11	14308 Rottlund BP	G 101-20104 STATE SURCHA
101	9/26/2007	\$5.60	14314 Peterson Construction BP 2007 69	G 101-20104 STATE SURCHA
101	9/26/2007	\$100.00	14316 Niles Construction	G 101-20104 STATE SURCHA
101	9/26/2007	\$6.50	14276 Anderson Corp	G 101-20603 SALES TAX PAY
101	9/26/2007	\$21.41	14317 Kinswood Management water meters	G 101-20603 SALES TAX PAY
101	9/26/2007	\$500.00	14309 Captains corner Application excrow	G 101-26101 DEPOSITS ON A
101	9/26/2007	\$33.25	14299 COBRA	G 101-27107 DELTA DENTAL
101	9/26/2007	\$33.25	14301 COBRA Jen Hartung	G 101-27107 DELTA DENTAL
101	9/26/2007	\$107.06	14298 Kent Farnham COBRA	G 101-27109 MEDICA
101	9/26/2007	\$443.08	14299 COBRA	G 101-27109 MEDICA
101	9/26/2007	\$443.08	14300 COBRA Sharon Ridgway	G 101-27109 MEDICA
101	9/26/2007	\$443.08	14301 COBRA Jen Hartung	G 101-27109 MEDICA
101	9/26/2007	\$14.50	14299 COBRA	G 101-27118 LINCOLN LIFE
101	9/26/2007	\$6.00	14259	R 101-41240-34105 USER FE
101	9/26/2007	\$6.00	14275	R 101-41240-34105 USER FE
101	9/26/2007	\$30.00	14281 Contractor License Bailey Construction	R 101-41910-32100 BUSINES
101	9/26/2007	\$30.00	14313 Ritzer Excavating excavate license	R 101-41910-32100 BUSINES
101	9/26/2007	\$15.00	14269 Commers Water Company softeners	R 101-41910-32200 NONBUSI
101	9/26/2007	\$118.00	14260 BP2007-63 Window World	R 101-41910-32210 BUILDING
101	9/26/2007	\$1,115.89	14273 Rottlund BP fee	R 101-41910-32210 BUILDING
101	9/26/2007	\$1,716.75	14273 Rottlund BP fee	R 101-41910-32210 BUILDING
101	9/26/2007	\$38.00	14274 Craig Fritsche BP 2007-65	R 101-41910-32210 BUILDING
101	9/26/2007	\$180.00	14284 permit 378 2nd ave s JTR Roofing	R 101-41910-32210 BUILDING
101	9/26/2007	\$1,000.00	14286 permit BP2007-70 Habitat for Humanity	R 101-41910-32210 BUILDING
101	9/26/2007	\$1,254.75	14286 permit BP2007-70 Habitat for Humanity	R 101-41910-32210 BUILDING
101	9/26/2007	\$162.25	14287 siding permit timberland exteriors	R 101-41910-32210 BUILDING
101	9/26/2007	\$41.25	14290 bp2007-74 c siegfried	R 101-41910-32210 BUILDING
101	9/26/2007	\$1,650.75	14308 Rottlund BP	R 101-41910-32210 BUILDING
101	9/26/2007	\$103.25	14312 Torgerson Property Mgmt	R 101-41910-32210 BUILDING
101	9/26/2007	\$221.25	14314 Peterson Construction BP 2007 69	R 101-41910-32210 BUILDING
101	9/26/2007	\$1,076.89	14316 Niles Construction	R 101-41910-32210 BUILDING
101	9/26/2007	\$1,656.75	14316 Niles Construction	R 101-41910-32210 BUILDING
101	9/26/2007	\$75.00	14278 Champion Plumbing PP	R 101-41910-32220 PLUMBIN
101	9/26/2007	\$75.00	14282 Plumbing Permit Plymouth plumbing	R 101-41910-32220 PLUMBIN
101	9/26/2007	\$75.00	14277 Ray Welter Mech permit	R 101-41910-32230 MECHANI

CITY OF BAYPORT

MONTHLY RECEIPTS

Period Name: SEPTEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
101	9/26/2007	\$75.00	14279 Anderson Heating Mechanical Permit	R 101-41910-32230 MECHANI
101	9/26/2007	\$75.00	14288 mech permit automatic garage door	R 101-41910-32230 MECHANI
101	9/26/2007	\$75.00	14291 mech permit automatic garage door	R 101-41910-32230 MECHANI
101	9/26/2007	\$1,072.99	14308 Rottlund BP	R 101-41910-34100 P & Z PE
101	9/26/2007	\$5,192.38	14306 City of Lakeland	R 101-41910-34103 LAKELAN
101	9/26/2007	\$596.40	14307 City of Lakeland	R 101-41910-34103 LAKELAN
101	9/26/2007	\$125.00	14310 Captains corner Application fee	R 101-41910-36240 REFUND
101	9/26/2007	\$90.53	14315 Kim Kast PD tow fee	R 101-42100-34105 USER FE
101	9/26/2007	\$3.50	14270 Kim Beusesewitz police report copies	R 101-42100-34201 POLICE A
101	9/26/2007	\$20.00	14294 burning permit, d curtis	R 101-42200-32200 NONBUSI
101	9/26/2007	\$20.00	14295 burning permit, w m nelson	R 101-42200-32200 NONBUSI
101	9/26/2007	\$20.00	14296 burning permit, a kroening	R 101-42200-32200 NONBUSI
101	9/26/2007	\$25.00	14318 Robins, Kaplan, Miller, & Cerisi PD record r	R 101-42200-34105 USER FE
101	9/26/2007	\$250.00	14319 City of Stillwater	R 101-42200-34105 USER FE
101	9/26/2007	\$126.43	14293 fire protection permit, oak park hgts	R 101-42200-34202 FIRE CON
101	9/26/2007	\$195.00	14297 sales tax refung. wash co	E 101-43100-412 REP & MAIN
101	9/26/2007	\$100.00	14268 Anderson Corp park shelter	R 101-43200-34780 PARK FE
101	9/26/2007	\$10.00	14285 boat parking w delage	R 101-43200-34780 PARK FE
FUND 101 GENERA		\$28,565.54		
FUND 204 RECREATION CAP EQUIP & MAINT				
204	9/26/2007	\$156.85	14305 American Legion	R 204-41600-32204 GAMBLIN
FUND 204 RECREA		\$156.85		
FUND 207 PARK IMPROVEMENT FUND				
207	9/26/2007	\$1,000.00	14273 Rottland BP fee	R 207-00000-34780 PARK FE
207	9/26/2007	\$1,000.00	14308 Rottlund BP	R 207-44100-34780 PARK FE
207	9/26/2007	\$1,000.00	14316 Niles Construction	R 207-44100-34780 PARK FE
FUND 207 PARK IM		\$3,000.00		
FUND 601 WATER				
601	9/26/2007	\$50.00	14316 Niles Construction	R 601-00000-34601 WATER H
601	9/26/2007	\$1,000.00	14316 Niles Construction	R 601-00000-36102 SPECIAL
601	9/26/2007	\$25.00	14272 Neil Meyerring H2O turn on	R 601-46120-34601 WATER H
601	9/26/2007	\$1,000.00	14273 Rottland BP fee	R 601-46120-34601 WATER H
601	9/26/2007	\$1,000.00	14286 permit BP2007-70 Habitat for Humanity	R 601-46120-34601 WATER H
601	9/26/2007	\$1,000.00	14308 Rottlund BP	R 601-46120-34601 WATER H
601	9/26/2007	\$50.00	14308 Rottlund BP	R 601-46120-34601 WATER H
601	9/26/2007	\$200.00	14308 Rottlund BP	R 601-46120-34601 WATER H
601	9/26/2007	\$200.00	14273 Rottland BP fee	R 601-46120-34601 WATER H
601	9/26/2007	\$200.00	14286 permit BP2007-70 Habitat for Humanity	R 601-46120-34602 WATER M
601	9/26/2007	\$200.00	14286 permit BP2007-70 Habitat for Humanity	R 601-46120-34602 WATER M
601	9/26/2007	\$815.59	14286 permit BP2007-70 Habitat for Humanity	R 601-46120-34602 WATER M
601	9/26/2007	\$200.00	14316 Niles Construction	R 601-46120-34602 WATER M
601	9/26/2007	\$329.38	14317 Kinswood Management water meters	R 601-46120-34602 WATER M
601	9/26/2007	\$50.00	14273 Rottland BP fee	R 601-46120-34603 WATER H
601	9/26/2007	\$50.00	14286 permit BP2007-70 Habitat for Humanity	R 601-46120-34603 WATER H
FUND 601 WATER		\$6,169.97		
FUND 602 SEWER				
602	9/26/2007	\$750.00	14273 Rottland BP fee	R 602-46200-34651 SEWER H
602	9/26/2007	\$750.00	14286 permit BP2007-70 Habitat for Humanity	R 602-46200-34651 SEWER H
602	9/26/2007	\$750.00	14308 Rottlund BP	R 602-46200-34651 SEWER H
602	9/26/2007	\$750.00	14316 Niles Construction	R 602-46200-34651 SEWER H
602	9/26/2007	\$0.00	14273 Rottland BP fee	R 602-46200-34652 SEWER I
602	9/26/2007	\$50.00	14273 Rottland BP fee	R 602-46200-34652 SEWER I
602	9/26/2007	\$50.00	14273 Rottland BP fee	R 602-46200-34652 SEWER I
602	9/26/2007	\$50.00	14273 Rottland BP fee	R 602-46200-34652 SEWER I
602	9/26/2007	\$50.00	14286 permit BP2007-70 Habitat for Humanity	R 602-46200-34652 SEWER I
602	9/26/2007	\$50.00	14286 permit BP2007-70 Habitat for Humanity	R 602-46200-34652 SEWER I
602	9/26/2007	\$50.00	14308 Rottlund BP	R 602-46200-34652 SEWER I

CITY OF BAYPORT
MONTHLY RECEIPTS
 Period Name: SEPTEMBER

FUND	Tran Date	Amount	Refer Comments	Account Descr
602	9/26/2007	\$50.00	14308 Rottlund BP	R 602-46200-34652 SEWER I
602	9/26/2007	\$50.00	14316 Niles Construction	R 602-46200-34652 SEWER I
602	9/26/2007	\$50.00	14316 Niles Construction	R 602-46200-34652 SEWER I
602	9/26/2007	\$0.00	14316 Niles Construction	R 602-46200-34652 SEWER I
FUND 602 SEWER		\$3,400.00		
		<u>\$41,292.36</u>		

CITY OF BAYPORT

EXPENSE SUMMARY YTD THRU 09/30/07

DEPT	DEPT Descr	2007 Budget	2007 YTD Amt	Balance	2007 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$3,950.00	\$295.00	\$3,655.00	92.53%
41200	MAYOR & COUNCIL	\$140,584.70	\$117,594.19	\$22,990.51	16.35%
41240	RECYCLING	\$12,259.00	\$4,677.94	\$7,581.06	61.84%
41400	ADMINISTRATION	\$133,519.00	\$93,505.19	\$40,013.81	29.97%
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$188,965.80	\$127,115.66	\$61,850.14	32.73%
41940	MUNICIPAL BUILDINGS	\$36,379.00	\$29,695.30	\$6,683.70	18.37%
42100	POLICE	\$629,608.20	\$418,811.14	\$210,797.06	33.48%
42200	FIRE PROTECTION	\$375,742.76	\$143,424.51	\$232,318.25	61.83%
43100	STREET MAINT	\$304,157.00	\$154,134.45	\$150,022.55	49.32%
43160	STREET LIGHTING	\$0.00	\$17,574.22	-\$17,574.22	0.00%
43200	PARKS	\$76,265.18	\$65,339.92	\$10,925.26	14.33%
43300	CEMETERY	\$6,400.00	\$2,079.80	\$4,320.20	67.50%
44100	PROJECT	\$150,000.00	\$0.00	\$150,000.00	100.00%
44200	TRANSFER OUT-DEBT SERVIC	\$49,380.00	\$0.00	\$49,380.00	100.00%
FUND 101 GENERAL		\$2,107,210.64	\$1,174,247.32	\$932,963.32	44.27%
FUND 208 PRISON SEWER PROJECT					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 208 PRISON SEWER PROJECT		\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
41911	BAYTOWN DEVELOPMENTS	\$0.00	\$36,182.98	-\$36,182.98	0.00%
41912	INSPIRATION	\$0.00	\$5,325.33	-\$5,325.33	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PR		\$0.00	\$41,508.31	-\$41,508.31	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$284,574.00	\$193,213.92	\$91,360.08	32.10%
FUND 211 LIBRARY		\$284,574.00	\$193,213.92	\$91,360.08	32.10%
FUND 601 WATER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46110	WATER-PUMPHOUSE	\$37,000.00	\$34,379.68	\$2,620.32	7.08%
46120	WATER	\$212,224.00	\$156,178.23	\$56,045.77	26.41%
FUND 601 WATER		\$249,224.00	\$190,557.91	\$58,666.09	23.54%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$320,673.00	\$129,118.11	\$191,554.89	59.74%
46990	SEWER - NON-OPERATING	\$290,000.00	\$216,176.13	\$73,823.87	25.46%
FUND 602 SEWER		\$610,673.00	\$345,294.24	\$265,378.76	43.46%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0.00	\$415.65	-\$415.65	0.00%
FUND 800 INVESTMENTS-POOLED		\$0.00	\$415.65	-\$415.65	0.00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
80001	ANDERSEN ESCROW	\$0.00	\$28.63	-\$28.63	0.00%
80002	CPDC SENIOR COOP	\$0.00	\$0.00	\$0.00	0.00%
80003	BAYTOWN ANNEXATION	\$0.00	\$9,443.72	-\$9,443.72	0.00%
80004	CROIXDALE	\$0.00	\$0.00	\$0.00	0.00%
80005	HARRIS CO - MCF	\$0.00	\$0.00	\$0.00	0.00%
80006	OSTERTAG VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
80007	JEFF NELSON ESCROW	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

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EXPENSE SUMMARY YTD THRU 09/30/07

DEPT	DEPT Descr	2007 Budget	2007 YTD Amt	Balance	2007 % of Budget Remain
80008	CHARLES LUTZ STREET VACA	\$0.00	\$1,071.92	-\$1,071.92	0.00%
80009	DON THRON VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
80010	JERRY PETERSON ESCROW	\$0.00	\$117.10	-\$117.10	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$10,661.37	-\$10,661.37	0.00%
		\$3,251,681.64	\$1,955,898.72	\$1,295,782.92	39.85%

CITY OF BAYPORT

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MONTHLY EXPENSES

Period Name: SEPTEMBER

FUN	Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ	Comments	OBJ Descr
FUND 101 GENERAL								
DEPT 41200 MAYOR & COUNCIL								
101	INNOVATIVE OFFICE	9/24/2007	\$6.86	E	41200	201		OFFICE SUPPLIES
101	ECKBERG, LAMMERS,	9/24/2007	\$2,101.51	E	41200	300		PROF SER-
101	HLB TAUTGES REDPATH,	9/24/2007	\$17,900.00	E	41200	303		PROF SER-AUDIT
101	S E H	9/25/2007	\$412.63	E	41200	306		PROF SER-OTHER
101	STILLWATER GAZETTE	9/24/2007	\$971.70	E	41200	350		PRINTING &
101	STILLWATER GAZETTE	9/24/2007	\$537.20	E	41200	350		PRINTING &
101	US INTERNET	9/24/2007	\$92.00	E	41200	416		REPAIR/MAINT
101	LEAGUE OF MINNESOTA	9/21/2007	\$20.00	E	41200	433	MN Mayors Assoc	DUES &
101	LEAGUE OF MINNESOTA	9/21/2007	\$2,783.00	E	41200	433		DUES &
101	A & J ENGRAVING INC	9/24/2007	\$15.00	E	41200	444		COMMUNITY
DEPT 41200 MAYOR & COUNCIL			\$24,839.90					
DEPT 41240 RECYCLING								
101	MANAGEMENT SERVICES	9/19/2007	\$170.44	E	41240	302	period ending 9/15/2007	CONTRACT
101	MANAGEMENT SERVICES	9/10/2007	\$116.20	E	41240	302	period ending 9-1-07	CONTRACT
101	STRONG, HELEN	9/21/2007	\$30.00	E	41240	370		RECYCLING
DEPT 41240 RECYCLING			\$316.64					
DEPT 41400 ADMINISTRATION								
101	MEDICA	9/21/2007	\$171.69	E	41400	131		CONT TO
101	ADVANCED IMAGING	9/24/2007	\$31.96	E	41400	201		OFFICE SUPPLIES
101	INNOVATIVE OFFICE	9/24/2007	\$41.15	E	41400	201		OFFICE SUPPLIES
101	ST CROIX CULINARY	9/21/2007	\$1,500.00	E	41400	302		CONTRACT
101	MANAGEMENT SERVICES	9/19/2007	\$1,590.76	E	41400	302	period ending 9/15/2007	CONTRACT
101	MANAGEMENT SERVICES	9/10/2007	\$1,084.61	E	41400	302	period ending 9-1-07	CONTRACT
101	SELL, GLORIA	9/10/2007	\$27.65	E	41400	400	reimbursement	USE OF
101	TAYLOR, SARA	9/10/2007	\$167.53	E	41400	400	mileage reimbursement	USE OF
101	LEAGUE OF MINNESOTA	9/24/2007	\$225.00	E	41400	402		CONFERENCES
101	TR COMPUTER SALES LLC	9/24/2007	\$402.50	E	41400	416		REPAIR/MAINT
101	TR COMPUTER SALES LLC	9/24/2007	\$57.50	E	41400	416		REPAIR/MAINT
DEPT 41400 ADMINISTRATION			\$5,300.35					
DEPT 41910 PLANNING & ZONING								
101	MEDICA	9/21/2007	\$171.69	E	41910	131		CONT TO
101	INNOVATIVE OFFICE	9/24/2007	\$34.29	E	41910	201		OFFICE SUPPLIES
101	MANAGEMENT SERVICES	9/19/2007	\$1,420.32	E	41910	302	period ending 9/15/2007	CONTRACT
101	MANAGEMENT SERVICES	9/10/2007	\$968.40	E	41910	302	period ending 9-1-07	CONTRACT
101	S E H	9/25/2007	\$1,180.91	E	41910	306		PROF SER-OTHER
101	MNAPA	9/10/2007	\$40.00	E	41910	433	dues - Sara	DUES &
DEPT 41910 PLANNING & ZONING			\$3,815.61					
DEPT 41940 MUNICIPAL BUILDINGS								
101	KIMBERLY A REIL	9/21/2007	\$400.00	E	41940	302		CONTRACT
101	COMCAST	9/24/2007	\$34.95	E	41940	321		COMMUNICATIO
101	XCEL	9/24/2007	\$466.16	E	41940	380		ELECTRIC
101	XCEL	9/24/2007	\$60.60	E	41940	381		FUEL FOR HEAT
101	SCHMIDT MECHANICAL	9/20/2007	\$0.00	E	41940	420		R & M BLDGS,
DEPT 41940 MUNICIPAL BUILDINGS			\$961.71					
DEPT 42100 POLICE								

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: SEPTEMBER

FUN D	Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ	Comments	OBJ Descr
101	MEDICA	9/21/2007	\$171.69	E	42100	131		CONT TO
101	UNITED WISCONSIN	9/21/2007	\$83.40	E	42100	131		CONT TO
101	MEDICA	9/21/2007	\$896.28	E	42100	131		CONT TO
101	UNITED WISCONSIN	9/21/2007	\$83.40	E	42100	131		CONT TO
101	DELTA DENTAL OF	9/21/2007	\$66.50	E	42100	131		CONT TO
101	LEAGUE OF MN CITIES INS	9/21/2007	\$250.00	E	42100	150		WORKER'S
101	INNOVATIVE OFFICE	9/24/2007	\$34.29	E	42100	201		OFFICE SUPPLIES
101	UNIFORMS UNLIMITED	9/20/2007	\$112.50	E	42100	202		UNIFORMS -
101	UNIFORMS UNLIMITED	9/21/2007	\$59.81	E	42100	202		UNIFORMS -
101	UNIFORMS UNLIMITED	9/21/2007	\$119.61	E	42100	202		UNIFORMS -
101	UNIFORMS UNLIMITED	9/21/2007	\$134.76	E	42100	207		UNIFORMS -
101	JACKSON, JAY	9/21/2007	\$100.00	E	42100	208		UNIFORMS - JAY
101	JACKSON, JAY	9/10/2007	\$100.00	E	42100	208	uniform reimbursement-boots	UNIFORMS - JAY
101	UNIFORMS UNLIMITED	9/21/2007	\$400.26	E	42100	210		UNIFORMS - JAY
101	CASPERSON MOTORS	9/20/2007	\$20.65	E	42100	212		MOTOR FUELS &
101	U S BANK VISA	9/26/2007	\$41.00	E	42100	212		MOTOR FUELS &
101	U S BANK VISA	9/26/2007	\$30.00	E	42100	212		MOTOR FUELS &
101	CASPERSON MOTORS	9/20/2007	\$229.84	E	42100	212		MOTOR FUELS &
101	CASPERSON MOTORS	9/20/2007	\$28.85	E	42100	212		MOTOR FUELS &
101	U S BANK VISA	9/21/2007	\$16.78	E	42100	220		OPERATING
101	U S BANK VISA	9/21/2007	\$17.99	E	42100	220		OPERATING
101	WASHINGTON COUNTY	9/21/2007	\$60.00	E	42100	220		OPERATING
101	U S BANK VISA	9/26/2007	\$33.18	E	42100	220		OPERATING
101	U S BANK VISA	9/21/2007	\$74.13	E	42100	220		OPERATING
101	U S BANK VISA	9/21/2007	\$9.57	E	42100	220		OPERATING
101	STILLWATER TOWING INC	9/21/2007	\$90.53	E	42100	220		OPERATING
101	STILLWATER TOWING INC	9/21/2007	\$142.15	E	42100	220		OPERATING
101	U S BANK VISA	9/21/2007	\$114.98	E	42100	220		OPERATING
101	U S BANK VISA	9/26/2007	\$36.96	E	42100	220		OPERATING
101	U S BANK VISA	9/26/2007	\$53.01	E	42100	220		OPERATING
101	U S BANK VISA	9/26/2007	\$35.00	E	42100	220		OPERATING
101	BROKEN-IN-SPORTS	9/20/2007	\$64.77	E	42100	220		OPERATING
101	U S BANK VISA	9/26/2007	\$39.50	E	42100	220		OPERATING
101	ECKBERG, LAMMERS,	9/24/2007	\$165.00	E	42100	300		PROF SER-
101	ECKBERG, LAMMERS,	9/24/2007	\$42.14	E	42100	300		PROF SER-
101	U S BANK VISA	9/26/2007	\$15.51	E	42100	306		PROF SER-OTHER
101	U S BANK VISA	9/26/2007	\$34.44	E	42100	306		PROF SER-OTHER
101	NEXTEL COMMUNICATIONS	9/21/2007	\$527.81	E	42100	321		COMMUNICATIO
101	NATIONAL ASSOCIATION	9/20/2007	\$839.75	E	42100	403		POLICE
101	POWERPHONE, INC	9/20/2007	\$289.00	E	42100	403		POLICE
101	U S BANK VISA	9/26/2007	\$36.21	E	42100	412		REP & MAINT
101	NATIONAL ASSOCIATION	9/21/2007	\$839.75	E	42100	444		COMMUNITY
101	U S BANK VISA	9/21/2007	\$600.58	E	42100	444		COMMUNITY
101	U S BANK VISA	9/21/2007	\$47.29	E	42100	444		COMMUNITY
101	U S BANK VISA	9/21/2007	\$250.00	E	42100	444		COMMUNITY
DEPT 42100 POLICE			\$7,438.87					
DEPT 42200 FIRE PROTECTION								
101	M-R SIGN COMPANY, INC	9/25/2007	\$132.71	E	42200	202		UNIFORMS -
101	U S BANK VISA	9/25/2007	\$18.36	E	42200	212		MOTOR FUELS &
101	U S BANK VISA	9/25/2007	\$17.00	E	42200	212		MOTOR FUELS &
101	U S BANK VISA	9/25/2007	\$41.00	E	42200	220		OPERATING
101	U S BANK VISA	9/26/2007	\$49.25	E	42200	220		OPERATING
101	NEXTEL COMMUNICATIONS	9/25/2007	\$115.25	E	42200	321		COMMUNICATIO
101	ANCOM COMMUNICATIONS	9/25/2007	\$89.46	E	42200	323		RADIOS-REPAIR
101	U S BANK VISA	9/25/2007	\$21.29	E	42200	412		REP & MAINT
101	U S BANK VISA	9/26/2007	\$21.29	E	42200	412		REP & MAINT
101	AIRGAS NORTH CENTRAL	9/25/2007	\$141.60	E	42200	419		REPAIR & MAINT
101	OUTDOOR POWER REPAIR	9/25/2007	\$15.00	E	42200	419		REPAIR & MAINT
101	U S BANK VISA	9/26/2007	\$37.61	E	42200	419		REPAIR & MAINT
101	J.N.JOHNSON SALES &	9/25/2007	\$608.30	E	42200	420		R & M BLDGS,

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: SEPTEMBER

FUN Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ	Comments	OBJ Descr
D		\$1,308.12					
DEPT 42200 FIRE PROTECTION							
DEPT 43100 STREET MAINT							
101 MEDICA	9/21/2007	\$171.69	E	43100	131		CONT TO
101 YOCUM OIL CO	9/26/2007	\$488.77	E	43100	212		MOTOR FUELS &
101 GOPHER SIGN COMPANY	9/24/2007	\$545.72	E	43100	220		OPERATING
101 MENARDS-STILLWATER	9/24/2007	\$134.19	E	43100	220		OPERATING
101 MENARDS-STILLWATER	9/20/2007	\$8.05	E	43100	240		SMALL TOOLS-
101 MENARDS-STILLWATER	9/20/2007	\$0.11	E	43100	240		CONFERENCES
101 HORAK, MILAN	9/24/2007	\$150.00	E	43100	402		REP & MAINT
101 CARQUEST AUTO PARTS	9/24/2007	\$132.04	E	43100	412		REP & MAINT
101 MAC QUEEN EQUIPMENT	9/24/2007	\$108.57	E	43100	412		REP & MAINT
101 ZIEGLER INC.	9/24/2007	\$1,373.85	E	43100	420		R & M BLDGS.
101 MARK'S LANDSCAPING	9/24/2007	\$750.00	E	43100	421		REPAIR & MAINT
101 BUBERL BLACK DIRT	9/24/2007	\$164.01	E	43100	421		REPAIR & MAINT
101 T. A. SCHIFSKY & SONS	9/24/2007	\$79.58	E	43100	421		REPAIR & MAINT
101 STILLWATER GAZETTE	9/24/2007	\$120.60	E	43100	422		SEALCOATING
DEPT 43100 STREET MAINT		\$4,227.18					
DEPT 43160 STREET LIGHTING							
101 XCEL	9/24/2007	\$1,980.51	E	43160	380		ELECTRIC
DEPT 43160 STREET LIGHTING		\$1,980.51					
DEPT 43200 PARKS							
101 INNOVATIVE OFFICE	9/24/2007	\$6.86	E	43200	201		OFFICE SUPPLIES
101 U S BANK VISA	9/21/2007	\$30.78	E	43200	410		REPAIR & MAINT
101 CENTURY POWER	9/24/2007	\$9.59	E	43200	412		REP & MAINT
101 AIR FRESH PORTABLE	9/24/2007	\$1,544.78	E	43200	425		SATILLITIES
DEPT 43200 PARKS		\$1,592.01					
FUND 101 GENERAL		\$51,810.90					
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1							
DEPT 00000 GENERAL GOVERNMENT							
107 PRESBYTERIAN HOMES	9/26/2007	\$13,996.89	E	00000	306	Tax Settlement	PROF SER-OTHER
DEPT 00000 GENERAL GOVERNMENT		\$13,996.89					
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1		\$13,996.89					
FUND 206 WATER/SEWER IMPROVEMENT FUND							
DEPT 41603 SO MN STREET UTILITY PROJECT							
206 BRAUN INTERTEC	9/24/2007	\$693.25	E	41603	305		PROF SER-
206 MAGNEY CONSTRUCTION	9/12/2007	\$31,247.45	E	41603	305	well 2 air stripping	PROF SER-
DEPT 41603 SO MN STREET UTILITY		\$31,940.70					
DEPT 41604 WELL NO 2 AIR STRIPPING SYSTEM							
206 S E H	9/25/2007	\$341.80	E	41604	301		PROF SER-
DEPT 41604 WELL NO 2 AIR STRIPPING		\$341.80					
DEPT 41605 INFLOW/INFILTRATION							
206 S E H	9/25/2007	\$3,409.00	E	41605	301		PROF SER-
DEPT 41605 INFLOW/INFILTRATION		\$3,409.00					
FUND 206 WATER/SEWER IMPROVEMENT FUND		\$35,691.50					
FUND 209 DEVELOPER REIMBURSED PROJECTS							

CITY OF BAYPORT
MONTHLY EXPENSES

Period Name: SEPTEMBER

FUN Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ	Comments	OBJ Descr
D							
DEPT 41911 BAYTOWN DEVELOPMENTS							
209 S E H	9/25/2007	\$276.99	E	41911	301		PROF SER-
209 S E H	9/24/2007	\$244.05	E	41911	301		PROF SER-
209 NATGUN CORPORATION	9/12/2007	\$32,215.85	E	41911	305	300,000 gallon storage reservoir	PROF SER-
DEPT 41911 BAYTOWN DEVELOPMENTS		\$32,736.89					
DEPT 41912 INSPIRATION							
209 S E H	9/25/2007	\$170.39	E	41912	301		PROF SER-
209 S E H	9/25/2007	\$169.47	E	41912	301		PROF SER-
DEPT 41912 INSPIRATION		\$339.86					
FUND 209 DEVELOPER REIMBURSED		\$33,076.75					
FUND 211 LIBRARY							
DEPT 45500 LIBRARY							
211 XCEL	9/24/2007	\$8.11	E	45500	380		ELECTRIC
211 XCEL	9/24/2007	\$1,337.59	E	45500	380		ELECTRIC
211 XCEL	9/24/2007	\$29.23	E	45500	381		FUEL FOR HEAT
DEPT 45500 LIBRARY		\$1,374.93					
FUND 211 LIBRARY		\$1,374.93					
FUND 601 WATER							
DEPT 46110 WATER-PUMPHOUSE							
601 XCEL	9/24/2007	\$1,719.79	E	46110	380		ELECTRIC
601 XCEL	9/24/2007	\$424.88	E	46110	381		FUEL FOR HEAT
DEPT 46110 WATER-PUMPHOUSE		\$2,144.67					
DEPT 46120 WATER							
601 MEDICA	9/21/2007	\$171.69	E	46120	131		CONT TO
601 INNOVATIVE OFFICE	9/24/2007	\$6.86	E	46120	201		OFFICE SUPPLIES
601 CCP INDUSTRIES	9/24/2007	\$153.56	E	46120	203		UNIFORMS - TIM
601 U S BANK VISA	9/21/2007	\$11.40	E	46120	216		CHEMICALS AND
601 HAWKINS WATER	9/24/2007	\$10.00	E	46120	216		CHEMICALS AND
601 HAWKINS WATER	9/24/2007	\$5,679.64	E	46120	216		CHEMICALS AND
601 U S BANK VISA	9/21/2007	\$11.03	E	46120	216		CHEMICALS AND
601 HAWKINS WATER	9/24/2007	\$0.00	E	46120	216		CHEMICALS AND
601 MENARDS-STILLWATER	9/24/2007	\$39.39	E	46120	220		CHEMICALS AND
601 BANYON DATA SYSTEMS	9/24/2007	\$197.54	E	46120	301		OPERATING
601 MANAGEMENT SERVICES	9/10/2007	\$852.20	E	46120	302	period ending 9-1-07	PROF SER-
601 MANAGEMENT SERVICES	9/19/2007	\$1,249.88	E	46120	302	period ending 9/15/2007	CONTRACT
601 ONE CALL CONCEPTS	9/24/2007	\$74.95	E	46120	307		CONTRACT
601 LEAGUE OF MN CITIES INS	9/24/2007	\$250.00	E	46120	360		GOPHER STATE
601 XCEL	9/24/2007	\$551.56	E	46120	380		INSURANCE
601 XCEL	9/24/2007	\$54.08	E	46120	381		ELECTRIC
601 FRED'S TIRE COMPANY	9/24/2007	\$40.00	E	46120	412		FUEL FOR HEAT
601 HYDRANT SPECIALIST INC.	9/24/2007	\$386.00	E	46120	419		REP & MAINT
601 MILLER EXCAVATING	9/24/2007	\$176.69	E	46120	421		REPAIR & MAINT
601 MILLER EXCAVATING	9/24/2007	\$97.63	E	46120	421		REPAIR & MAINT
DEPT 46120 WATER		\$10,014.10					
FUND 601 WATER		\$12,158.77					
FUND 602 SEWER							
DEPT 46200 SEWER - OPERATING							

CITY OF BAYPORT

MONTHLY EXPENSES

Period Name: SEPTEMBER

FUN	Search Name	Tran Date	Amount	Act Typ	DEPT	OBJ	Comments	OBJ Descr
D								
602	MEDICA	9/21/2007	\$171.68	E	46200	131		CONT TO
602	INNOVATIVE OFFICE	9/24/2007	\$6.86	E	46200	201		OFFICE SUPPLIES
602	U S BANK VISA	9/21/2007	\$9.52	E	46200	240		SMALL TOOLS-
602	MANAGEMENT SERVICES	9/19/2007	\$1,249.88	E	46200	302	period ending 9/15/2007	CONTRACT
602	MANAGEMENT SERVICES	9/10/2007	\$852.20	E	46200	302	period ending 9-1-07	CONTRACT
602	LEAGUE OF MN CITIES INS	9/24/2007	\$250.00	E	46200	360		INSURANCE
602	CARQUEST AUTO PARTS	9/24/2007	\$20.59	E	46200	412		REP & MAINT
	DEPT 46200 SEWER - OPERATING		\$2,560.73					
	DEPT 46990 SEWER - NON-OPERATING							
602	METROPOLITAN COUNCIL	9/24/2007	\$24,019.57	E	46990	434		STATE FEES FOR
	DEPT 46990 SEWER - NON-OPERATING		\$24,019.57					
FUND 602	SEWER		\$26,580.30					
			\$174,690.04					

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: September, 2007

Printed:9/25/2007

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Permit Number: BP2007-65	Filing Date: 9/4/2007
Parcel Address: 569 9TH St. N.	BAYPORT, MN 55003
Applicant: CRAIG FRITSCHÉ OWNER OWNER	Applicant Phone: 651-491-5055
Construction Value: \$900.00	Total Fees: \$38.50
<hr/>	
Permit Number: BP2007-66	Filing Date: 9/5/2007
Parcel Address: 205,207,209,211 MARINER	BAYPORT, MN 55003
Applicant: D. KIEFFER ENTERPRISES D. KIEFFER ENTERPRISES General Contractor	Applicant Phone: 612-386-6451
Construction Value: \$12,600.00	Total Fees: \$395.70
<hr/>	
Permit Number: BP2007-67	Filing Date: 9/11/2007
Parcel Address: 339 2nd Street N.	Bayport, MN 55003
Applicant: DAN ROETTGER HOME DAN ROETTGER HOME IMPROVEMENTS	Applicant Phone: 651-260-7033
Construction Value: \$2,100.00	Total Fees: \$89.55
<hr/>	
Permit Number: BP2007-68	Filing Date: 9/12/2007
Parcel Address: 309 Periwinkle Place	BAYPORT, MN 55003
Applicant: THE ROTTLUND CO., INC. THE ROTTLUND CO., INC. RESIDENTIAL BUILDER	Applicant Phone: 651-638-0500
Construction Value: \$198,227.00	Total Fees: \$7,597.85
<hr/>	
Permit Number: BP2007-69	Filing Date: 9/14/2007
Parcel Address: 777 4TH Ave. N.	BAYPORT, MN 55003
Applicant: PETERSON CONSTRUCTION PETERSON CONSTRUCTION COMPANY OF	Applicant Phone: 715-246-5650
Construction Value: \$11,200.00	Total Fees: \$226.85

Building Permit Log

For: September, 2007

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Permit Number: BP2007-70
Parcel Address: 386 MAINE St. S.
Applicant: TWIN CITIES HABITAT FOR
TWIN CITIES HABITAT FOR HUMANITY
Construction Value: \$133,000.00

Filing Date: 9/18/2007
BAYPORT, MN 55003
Applicant Phone: 612-331-4090
Total Fees: \$5,236.84

Permit Number: BP2007-71
Parcel Address: 175 3 rd Ave. S.
Applicant: TIMBERLAND EXTERIORS, INC.
TIMBERLAND EXTERIORS, INC. RESIDENTIAL
Construction Value: \$8,000.00

Filing Date: 9/20/2007
BAYPORT, MN 55003
Applicant Phone: 651-439-1760
Total Fees: \$166.25

Permit Number: BP2007-72
Parcel Address: 378 2ND Ave. S.
Applicant: JTR ROOFING, INC.
JTR ROOFING, INC. RESIDENTIAL BUILDER
Construction Value: \$8,500.00

Filing Date: 9/20/2007
BAYPORT, MN 55003
Applicant Phone: 651-777-7394
Total Fees: \$181.25

Permit Number: BP2007-73
Parcel Address: 308 PERIWINKLE Place
Applicant: TIM PECHMANN
OWNER OWNER
Construction Value: \$5,000.00

Filing Date: 9/20/2007
BAYPORT, MN 55003
Applicant Phone: 651-472-3595
Total Fees: \$120.50

Permit Number: BP2007-74
Parcel Address: 415 LAKESIDE DRIVE
Applicant: TIM SEIGFRIED
OWNER OWNER
Construction Value: \$1,000.00

Filing Date: 9/21/2007
BAYPORT, MN 55003
Applicant Phone: 651-303-7366
Total Fees: \$41.75

Permit Number: BP2007-75
Parcel Address: 356 3RD St. S.
Applicant: NILES CONSTRUCTION COMPANY
NILES CONSTRUCTION COMPANY RESIDENTIAL
Construction Value: \$200,000.00

Filing Date: 9/21/2007
BAYPORT, MN 55003
Applicant Phone: 651-430-3269
Total Fees: \$7,608.64

Building Permit Log

For: September, 2007

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Permit Number: BP2007-76
Parcel Address: 497 5th Avenue N.
Applicant:LYNN BUILDING/REMODELING
LYNN BUILDING/REMODELING INC. RESIDENTIAL
Construction Value:\$4,000.00
Filing Date: 9/25/2007
Bayport, MN 55003
Applicant Phone: 651-271-4588
Total Fees: \$105.25

Permit Number: MC2007-38
Parcel Address: 519 MARINER DRIVE
Applicant:ANDERSON HEATING, INC.
ANDERSON HEATING, INC. MECHANICAL
Construction Value:\$14,000.00
Filing Date: 9/13/2007
BAYPORT, MN 55003
Applicant Phone: 715-549-6297
Total Fees: \$75.50

Permit Number: MC2007-39
Parcel Address: 1026 PIONEER TRAIL
Applicant:RAY N. WELTER HEATING
RAY N. WELTER HEATING COMPANY
Construction Value:\$8,500.00
Filing Date: 9/14/2007
BAYPORT, MN 55003
Applicant Phone: 612-825-6867
Total Fees: \$75.50

Permit Number: MC2007-40
Parcel Address: 1026 PIONEER TRAIL
Applicant:AUTOMATIC GARAGE DOOR &
AUTOMATIC GARAGE DOOR & FIREPLACES, INC.
Construction Value:\$1,478.00
Filing Date: 9/21/2007
BAYPORT, MN 55003
Applicant Phone: 763-576-7200
Total Fees: \$75.50

Permit Number: MC2007-41
Parcel Address: 2 CENTRAL Ave.
Applicant:AUTOMATIC GARAGE DOOR &
AUTOMATIC GARAGE DOOR & FIREPLACES, INC.
Construction Value:\$2,600.00
Filing Date: 9/24/2007
BAYPORT, MN 55003
Applicant Phone: 763-576-7200
Total Fees: \$75.50

Permit Number: PL2007-20
Parcel Address: 175 3 rd Ave. S.
Applicant:CHAMPION WATER SERVICES
CHAMPION WATER SERVICES Plumber
Construction Value:\$500.00
Filing Date: 9/14/2007
BAYPORT, MN 55003
Applicant Phone: 952-292-0580
Total Fees: \$75.50

Building Permit Log

For: September, 2007

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Permit Number: PL2007-21

Parcel Address: 1026 PIONEER TRAIL

Applicant:PLYMOUTH PLUMBING &
PLYMOUTH PLUMBING & HEATING, INC.

Construction Value:\$10,435.00

Filing Date: 9/18/2007

BAYPORT, MN 55003

Applicant Phone: 763-496-6100

Total Fees: \$75.50

CENTRAL SAINT CROIX VALLEY
JOINT CABLE COMMUNICATIONS COMMISSION

1492 Frontage Road West
Stillwater, MN 55082
Phone (651) 439-8803
Fax (651) 275-1766

September 20, 2007

Mike McGuire, City Administrator
City of Bayport
294 N. 3rd Street
Bayport, MN 55003

Re: Cable Commission Budgets for FY 2008

Dear Mike,

At our Cable Commission meeting last night we approved FY 2008 budgets for the Central St. Croix Valley Cable Commission and Valley Access Channels. We consider these to be preliminary budgets and have projected costs based on how last year was and the first half of this fiscal year.

We have been doing a revised budget after the end of our fiscal year (January 31st) when we know what our actual revenues were for 2007 and more about what our renewals for various items will actually cost for the 2008 year. A copy of the revised budget will be sent out to the Cities in April once the Commission has reviewed & voted on it.

Please put our budgets on your next City Council agenda for approval. We would appreciate a note from you letting us know that the City Council has approved them.

Thank you!

Sincerely,

Kathy Cinnamon
Administrative Secretary

Enclosures

Representing
the Cities of Stillwater, Oak Park Heights and Bayport
and the Townships of Stillwater and Baytown

**Central St. Croix Valley
Joint Cable Communications Commission**

**Operating & Capital Expenditure Budget
Fiscal Year 2008
(February 1, 2008 – January 31, 2009)**

Revenue

Franchise Fees	225,000
PEG Fees	135,000
Interest Earnings	6,000
Expense Reimbursements	1,000
2007 Lower Valley Funding	16,800
Total Revenue	\$ 383,800

Expenses

Salary (includes employer's FICA & PERA)

Admin. Secretary (30 hr. week) 34,650

Professional Services

Legal Fees 3,000
Accounting 750

Other Expenses

Office Supplies 1,000
Telephone 1,250
Postage 225
Maintenance/Repairs 100
Conf/Mtgs/Dues 1,500
Print/Publish 75
Insurance/Bond 4,600
Medical Insurance 5,700
Dental Insurance 500
Office Rent 18,610
Gas & Electric 2,200
Security System Monitoring 150
Photocopier Expenses 325
Access Center Support 285,660

(PEG Fees 135,000; Franchise Fees 117,860; Interest Earnings 2,000; Lower Valley Funds 16,800; Tape Dub Reimbursements 14,000)

Cable Commission FY 2008 Budget – Page 2

Miscellaneous Expenses	2,000
Telephone System Maintenance	115

Capital Expenses

Office Furniture/Equipment	200
----------------------------	-----

Reserve Funds Accounts

Audit Fund	1,200
Legal Contingency	-0-
Leasehold/Facility/Relocation	-0-
HVAC Maintenance/Repair	-0-
Security Fund	-0-
Commission Contingency Fund	19,990

Total Expenses	\$ 383,800
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Valley Access Channels
Operating & Capital Expenditure Budget
Fiscal Year 2008
(February 1, 2008 – January 31, 2009)

Revenue

Commission Subsidies: PEG Fees	135,000	
Franchise Fees	117,860	
Interest Earnings	2,000	
2007 Lower Valley Funds	16,800	
Tape Dub Reimbursements	<u>14,000</u>	285,660
834 School Dist. Reimbursement		3,500
Miscellaneous Reimbursements		<u>1,000</u>
Total Revenue		\$290,160

Expenses

***Salaries** (includes employer's FICA & PERA where applicable)

Access Manager – 40 hours	54,675
Lead Facilities Coordinator – 40 hours	44,230
Facilities Coordinator– 40 hours	39,350
Facilities Coordinator– 40 hours	36,650
Access Associate – up to 40 hrs/month	8,200
Access Associate – up to 20 hrs/month	<u>3,875</u>
Total Salary Expense	\$186,980

Professional Services

Accounting	750
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Other Expenses

Office Supplies	1,200	
Media Supplies	2,000	
Telephone	1,250	
Rent & CAM	37,220	
Gas & Electric	4,200	
Insurance/Bond	3,600	
Medical Insurance	20,400	
Dental Insurance	2,200	
Postage/Mtg/Conf/Dues	1,500	
Maintenance/Repairs	5,000	
Mileage – 46c/mile	600	
Publicity	1,500	
Freelancers/Temp. Employees	10,760	(FICA is included)
School Board Mtgs.-Temp Employee	1,540	(FICA is included)

Valley Access Channels – FY 2008 Budget – Page 2

Grants – 12 @\$300	3,600
Misc/Facility/Office Furniture	5,000
Telephone System Maintenance	235
Security Monitoring	300
Copy Machine Expense	<u>325</u>
Total Expenses	\$290,160

* Salary figures includes 3% COLA; the actual percentage granted will be voted on at the annual meeting in February.



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

Date: September 24, 2007

To: Mayor and City Council
Mike McGuire, City Administrator

From: John Nash, Interim Finance Officer

Subject: Budgeted fund transfers

BACKGROUND

In the 2007 budget process, the city budgeted for the following fund transfers:

- Transferring \$115,000.00 from the city's Sewer Department Fund 602 to the city's Public Works Equipment Replacement Fund 203.
- Transferring \$5,000.00 from the city's Water Department Fund 601 to the city's Public Works Equipment Replacement Fund 203.
- Transferring \$40,500.00 from the city's General Fund 101 to the city's Public Works Equipment Replacement Fund 203.
- Transferring \$35,000.00 from the city's General Fund 101 to the city's Street Reconstruction Fund 102.
- Transferring \$90,000.00 from the city's General Fund 101 to the city's Fire Equipment Replacement Fund 200.
- Transferring \$49,380.00 from the city's General Fund 101 to the city's TIF 1990 Debt Service Fund 303.

RECOMMENDATION

Staff recommends the City Council approve the budgeted fund transfers listed above.



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

Date: September 24, 2007
To: Mayor and City Council
Mike McGuire, City Administrator
From: John Nash, Interim Finance Officer
Subject: **Interest Earnings Fund Transfer**

BACKGROUND

During the 2006 audit it was noted that, although interest earned on the Restricted Investment Fund was distributed to other funds in the proper proportion, the entry was not permitted because the fund transfers were not approved by the City Council.

As a result of this finding, the auditors recommended that the allocation entry be reversed in 2006 and redone in 2007, after approval by City Council.

The allocation of interest earned on the Fund Balance of 851 is as follows:

101	General Fund	\$ 4,023.00
102	Street Reconstruction Fund	\$ 4,203.00
103	TIF Economic Development District 1	\$ 392.00
106	TIF Economic Development District 2	\$ 4.00
200	Fire Equipment Replacement Fund	\$ 433.00
201	D.A.R.E.	\$ 12.00
202	Drug Forfeiture	\$ 13.00
203	Public Works Equipment Replacement Fund	\$ 518.00
204	Recreation Capital Equipment Maintenance Fund	\$ 72.00
205	Tax Stabilization Fund	\$ 2,275.00
206	Water/Sewer Improvement Fund	\$ 1,448.00
207	Park Improvement Fund	\$ 594.00
211	Library Fund	\$ 499.00
303	G.O. TIF Bond 1990 Debt Service Fund	\$ 594.00
601	Water Fund	\$ 2,081.00
602	Sewer Fund	<u>\$ 2,075.00</u>
	Total interest to be allocated	\$19,236.00

RECOMMENDATION

Staff recommends the City Council approve the interest earned fund transfers listed above.



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

Date: September 24, 2007
To: Mayor and City Council
Mike McGuire, City Administrator
From: John Nash, Interim Finance Officer
Subject: **Revised Budget Resolution**

BACKGROUND

As the memo requesting approval of budgeted fund transfers was being prepared, it was observed that Paragraph 9 of the original Budget Resolution 06-36 contained an error.

The original resolution was stated as follows:

9. Be it resolved by the City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2007 Budget of the Public Works Equipment Replacement Fund.

BE IT FURTHER RESOLVED : By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Public Works Equipment Replacement Fund for the calendar year of 2007 shall be:

Description	
Public Works Equipment Replacement Fund	<u>\$75,000</u>
Total Appropriations	<u>\$75,000</u>

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of the financing the sums appropriated shall be:

Transfer from the General Fund	<u>\$75,000</u>
Total source of financing	<u>\$75,000</u>

This paragraph should be amended to read:

9. Be it resolved by the City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2007 Budget of the Public Works Equipment Replacement Fund.

BE IT FURTHER RESOLVED : By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Public Works Equipment Replacement Fund for the calendar year of 2007 shall be:

Description	
Public Works Equipment Replacement Fund	<u>\$160,500</u>
Total Appropriations	\$160,500

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of the financing the sums appropriated shall be:

Transfer from the General Fund	\$ 40,500
Transfer from the Water Fund	\$ 5,000
Transfer from the Sewer Fund	<u>\$115,000</u>
Total Source of Financing	\$160,500

Another paragraph is required as follows:

10. Be it resolved by the City Council of the City of Bayport, Washington County, Minnesota, does hereby adopt the 2007 Budget of the Street Reconstruction Fund.

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that all appropriations for the Street Reconstruction Fund for the calendar year of 2007 shall be:

Description	
Street Reconstruction Fund	<u>\$35,000</u>
Total Appropriations	\$35,000

BE IT FURTHER RESOLVED: By the City Council of the City of Bayport, Washington County, Minnesota, that the source of the financing the sums appropriated shall be:

Transfer from the General Fund	<u>\$35,000</u>
Total source of financing	\$35,000

RECOMMENDATION

Staff recommends the City Council approve the revised portion of the budget Resolution No. 06-36 passed by City Council on November 13, 2006, so that the budget resolution agrees with the budget that was approved on September 5, 2006.



Improving young lives

September 5, 2007

www.ysb.net

The Honorable Jonathan Nowaczek, Mayor
City of Bayport
City Hall
294 N. 3rd Street
Bayport, MN 55003

STILLWATER

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

WOODBURY

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

COTTAGE GROVE

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

RIVER FALLS

215 North 2nd Street
Suite 108
River Falls, WI 54022
Phone 715-425-1100
Fax 715-425-1112

Dear Mayor Nowaczek and Council:

The support we receive from the City of Bayport has made it possible for the Youth Service Bureau (YSB) to continue to pursue and refine effective interventions for at-risk youth and families that are early and community based. The partnerships we enjoy with the communities we serve along with local law enforcement, schools and the courts have supported the work of the YSB in meeting the changing needs of youth and their families since 1978. We are asking that you continue this partnership in 2008 by contributing \$1,250 to assist us in improving the lives of young people.

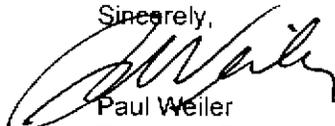
We are also asking that you consider this a request for payment of our 2007 contribution of \$1,200.

Last year more than 2,300 youth and their parents participated in YSB programs. Of this group, 85% did not get re-involved in the juvenile justice system six months after completing a program.

Research and experience demonstrate that early intervention and prevention services provide a very real social return on investment (SROI). The attached report by the Wilder Research Group dramatically points out that for targeted programs like the YSB's, over \$8 is returned for every dollar invested. These services are more important today than ever before and underscore the problems and expense associated with treating juveniles after they have entered the juvenile justice system. Although we are continually improving our services, our core programs will remain community diversion services intended to give law enforcement quick access to programs for minor juvenile offenders who would otherwise be petitioned to court. Community based and immediately available, they provide a response that is swift and effective. We will continue to provide specialized mental health services that help young people and their families realize their strengths, find worthwhile ways to resolve problems and go forward.

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

Sincerely,



Paul Weiler
Executive Director

Enclosures

C: Mike McGuire, City Administrator



Youth Service Bureau, Inc

Program Summary

Mission

Provide early intervention alternatives for youth and their families to realize their strengths, resolve problems and create positive futures.

Program Description

The Youth Service Bureau, Inc. (YSB) is a community supported, nonprofit agency offering professional counseling assistance and diversion services to young people and their families at risk of getting involved in the court system. We are able to provide our programs with support from the State of Minnesota, Washington County, cities and townships, United Ways, foundations, corporations and individuals.

Today's YSB is the result of a merger in 1996 of the St. Croix Valley Youth Service Bureau and South Communities Counseling Service. We serve central and south Washington County and western St. Croix County Wisconsin, from offices in Cottage Grove, Woodbury and Stillwater.

Services

In partnership with our schools, law enforcement and the courts, YSB services are designed to provide a quick response to a wide range of youth and family concerns.

Our services are tailored to address youth and family problems through short-term assistance before they become more severe. Through our efforts we try to help youth avoid becoming involved in the juvenile justice and social service systems. Most counseling is done at our offices. We also meet with young people at school or elsewhere when necessary. Crisis services are available the same day or within 24 hours.

If minor delinquent behavior is involved, YSB's Community Justice Programs give police departments, courts, schools and parents an effective alternative to court. These programs provide an immediate intervention within the community before problems become more severe. They include:

- Community Work Service
- Chemical Awareness Program
- Health Awareness Class
- Restorative Justice Programs
- Fire Awareness Program
- Peaceful Alternatives to Conflict
- Theft Awareness Program
- Alternative to School Suspension

Outcomes

- Over 2300 at-risk youth and their families served 2006
- 79% of families receiving counseling services for at least four sessions report improvement
- 85% of youth completing a Community Justice Program do not go to court
- \$1 invested in targeted programs provides a social return of \$8 to the community

Analyzing the Social Return on Investment in Youth Intervention Programs

A framework for Minnesota

March 2007

Prepared by:

Paul A. Anton, Wilder Research
Prof. Judy Temple, University of Minnesota

Wilder Research
1295 Bandana Boulevard North, Suite 210
Saint Paul, Minnesota 55108
651-647-4600
www.wilder.org

Acknowledgments

This study is funded by the Minnesota Youth Intervention Programs Association.

Much of the basic research on which this study relies was conducted jointly with a contemporaneous study commissioned by the Mentoring Partnership of Minnesota. That study was funded by:

The Mentoring Partnership of Minnesota
Center for 4-H Youth Development, University of Minnesota
The Curtis L. Carlson Family Foundation
IWCO Direct

All of these funders made the joint products of this research possible.

Principal thanks must go to J. Scott Beaty, executive director of the Minnesota Youth Intervention Programs Association (YIPA) for his support and cooperation along the way. He opened up the resources of his organization to us and introduced us to leaders in member organizations who helped us understand scope and depth of their programs. We also wish to thank those YIPA program leaders for being generous with their time for interviews and follow-up questions and requests.

We also wish to thank Joellen Gonder-Spacek, executive director of the Mentoring Partnership of Minnesota and Dale A. Blythe, Associate Dean of the Extension Division of the University of Minnesota for their role in promoting and shaping the research agenda that led to this study and its companion. In addition, Ms. Gonder-Spacek and her associate Polly Roach opened up the resources and membership of their organization in the same way as Mr. Beaty of YIPA.

Finally, thanks go to Brent J. Bolstrom, then a graduate research assistant at the Center for 4-H Youth Development at the University of Minnesota, both for his survey work on social return on investment quoted in this study and for supplying us with a database on youth programs that he had compiled.

Executive summary

Youth intervention programs perform an important social service by redirecting the lives of “at risk” youth into more productive channels, both increasing their chances of success in life and reducing the expected educational and social costs generated by their likely problem behavior as juveniles and adults. This study puts forward a framework for quantifying the value of the benefits of intervention programs and comparing them to program costs in order to calculate the social return-on-investment (SROI) of such programs.

Major findings

- While there may be broad societal awareness of the value of youth programs, there have been few studies that attempt to quantify and compare the costs and benefits of specific programs. Most of the formal analyses that have been done have focused on more general youth mentoring programs, rather than on intervention programs with “at risk” youth.
- Effective intervention programs are likely to produce some of the highest returns of any youth programs since they deal with more concentrated populations, many of whom have been identified through truancy, juvenile crime, or other problem behaviors.
- Based on our study of intervention programs in Minnesota, effective youth intervention programs can produce some or all of the following direct benefits whose values can (in principle) be quantified:
 - Reduced truancy – resulting in reduced school costs and, ultimately, reduced high school dropouts and increased lifetime earnings
 - Improved school performance – leading to increased graduation rates and higher lifetime earnings
 - Reduced near-term court costs – saving court costs through youth diversion programs
 - Reduced costs of adult crime – both the crime losses of victims and the societal costs of prosecuting and incarcerating adult offenders
 - Reduced needs for social services – both near-term cost of family counseling and long-term costs of public assistance

- Improved health outcomes – including reductions in teen pregnancy, reduced or delayed use of tobacco, alcohol, or illicit drugs
- This paper puts forward a framework for comparing the dollar value of costs and benefits of youth intervention programs in Minnesota and, potentially, in other states. This framework can be used to calculate the social return-on-investment (SROI) of such programs.
- Based on outcomes data that have been collected by Minnesota youth intervention programs and conservative assumptions about outcomes that are in line with the experience of Minnesota youth programs, we provide an SROI analysis of two fictional representative programs. One is a comprehensive program designed to redirect a youth's life path; the other is a targeted program focused on a particular destructive behavior. Using conservative assumptions for program outcomes, we estimate that:
 - **An effective comprehensive program costing around \$2,000 per participant returns benefits of \$4.89 for every dollar of cost, based on very conservative assumptions about effects and valuations. Moreover, the program returns \$14.68 for every State dollar invested, assuming a 2 to 1 match of other funding.**
 - **A targeted program to reduce recidivism of property crimes costing approximately \$200 per participant returns benefits of \$8.18 per dollar invested.**
 - **If strictly public benefits are compared to public costs, the comprehensive program produces \$2.33 for every public dollar, while the targeted program produces \$8.18 for each public dollar invested.**
- The actual returns for a particular program would depend on the outcomes and expenses of that particular program. We believe that returns in the examples presented here fairly represent the returns that are achievable for well-run, effective youth intervention programs. In some cases, it is quite possible that returns could be even higher than these examples.
- To produce more accurate and detailed analyses of individual programs, more detailed data on program participants will need to be kept in order to measure and document juvenile and adult outcomes more precisely. This data collection could include an intermediate-term (5- to 10-year) longitudinal study of participants and similar youth who do not participate in intervention programs.



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

DATE: September 24, 2007
TO: Mayor and City Council
FROM: Mike McGuire, City Administrator
RE: Annual step increase for Public Works Supervisor

BACKGROUND

Employees are eligible to earn step increases, based on performance, according to years employed with the city. As of September 13, 1999, Mel Horak has been with the city in the Public Works Supervisor position for eight years. Mel reached step 7 in his pay grade some time ago, and therefore has not been eligible for a salary increase. However, last year the City Council added a step 8 to the employee salary schedule, making Mel eligible for a salary increase.

RECOMMENDATION

Staff recommends the City Council adopt a motion approving a step increase for Mel Horak, Public Works Supervisor, to reflect a salary of \$69,610.00, effective September 13, 2007.

City of Bayport

SUMMARY FINANCIAL REPORT

The purpose of this report is to provide a summary of financial information concerning the City of Bayport, Minnesota to interested citizens. The complete financial statements may be examined at City Hall, City of Bayport, Minnesota. Questions about this report should be directed to Michael McGuire, City Administrator, 651-275-4404.

The following is a summary from the basic financial statements of the City for the years ended December 31, 2006 and 2005 (see accompanying statements for detail of each fund), the right hand column shows the percentage change in dollars between the two years.

Revenues and Expenditures for General Operations
(Governmental Funds)

	Total 2006	Total 2005	Percent Increase (Decrease)
<i>Revenues:</i>			
General property taxes	5861,031	\$981,511	(12.27%)
Tax increments	83,709	117,631	(28.84%)
Special assessments	151,780	92,905	63.37%
Intergovernmental revenues	1,060,698	501,369	111.56%
Charges for services	606,541	542,907	11.72%
Donations	121,499	145,506	(16.50%)
Refunds and reimbursements	2,367,131	431,281	448.86%
Other	846,679	897,266	(5.64%)
Total revenues	<u>6,099,068</u>	<u>3,710,376</u>	64.38%
<i>Expenditures:</i>			
General government	478,193	707,667	(32.43%)
Public safety	901,069	827,067	8.95%
Public works	273,486	258,053	5.98%
Parks	119,101	67,774	75.73%
Cemetery	5,608	4,762	17.77%
Unallocated	81,466	-	100.00%
Library	230,628	216,436	6.56%
Capital outlay	3,656,385	291,133	1155.92%
Debt service	130,125	132,445	(1.75%)
Construction/acquisition	45,395	11,000	312.68%
Total expenditures	<u>5,921,456</u>	<u>2,516,337</u>	135.32%
Excess of revenues over expenditures	<u>177,612</u>	<u>1,194,039</u>	85.13%
<i>Other financing sources (uses):</i>			
Sale of capital assets	-	2,564	
Transfers in (out)	120,000	20,000	
Total other financing sources (uses)	<u>120,000</u>	<u>22,564</u>	
Net increase in fund equity	297,612	1,216,603	
Fund equity - January 1	<u>10,026,328</u>	<u>8,809,725</u>	
Fund equity - December 31	<u>\$10,323,940</u>	<u>\$10,026,328</u>	

The complete financial report available at the City of Bayport, Minnesota includes the detail of this published report.

CITY OF BAYPORT, MINNESOTA
STATEMENT OF NET ASSETS
December 31, 2006

	Primary Government		Totals	
	Governmental Activities	Business-Type Activities	2006	2005
Assets:				
Cash and investments	\$9,480,475	\$2,570,597	\$12,051,072	\$11,654,908
Accrued interest	177,447	-	177,447	218,407
Prepays	19,899	26,167	46,066	-
Due from other governmental units	408,679	15,200	423,879	18,728
Accounts receivable - net	468,497	120,886	589,383	488,769
Property taxes receivable	27,826	-	27,826	26,183
Special assessments receivable	462,302	-	462,302	168,554
Note receivable	51,529	-	51,529	58,488
Restricted investment	525,000	-	525,000	525,000
Capital assets (net of accumulated depreciation):				
Nondepreciable	3,445,171	-	3,445,171	1,625,482
Depreciable	4,711,083	3,109,672	7,820,755	6,303,841
Total assets	<u>19,777,908</u>	<u>5,842,522</u>	<u>25,620,430</u>	<u>21,088,360</u>
Liabilities:				
Accounts payable	221,216	21,740	242,956	69,148
Contracts payable	448,795	-	448,795	-
Deposits payable	-	-	-	100,880
Due to other governmental units	42,864	9,197	52,061	79,478
Accrued interest payable	3,967	-	3,967	4,177
Salaries payable	36,791	3,540	40,331	38,227
Unearned revenue	69,697	-	69,697	75,685
Compensated absences payable:				
Due within one year	31,621	7,167	38,788	40,092
Due in more than one year	29,676	8,717	38,393	30,480
Bonds payable:				
Due within one year	80,000	-	80,000	80,000
Due in more than one year	1,075,000	-	1,075,000	1,155,000
Total liabilities	<u>2,039,627</u>	<u>50,361</u>	<u>2,089,988</u>	<u>1,673,167</u>
Net assets:				
Invested in capital assets, net of related debt	7,001,254	3,109,672	10,110,926	6,694,323
Restricted for:				
Debt service	395,742	-	395,742	375,218
Tax increment purposes	243,197	-	243,197	237,245
Council restricted investments - nonexpendable	525,000	-	525,000	525,000
Turnback road repair	50,000	-	50,000	50,000
Unrestricted	9,523,088	2,682,489	12,205,577	11,533,407
Total net assets	<u>\$17,738,281</u>	<u>\$5,792,161</u>	<u>\$23,530,442</u>	<u>\$19,415,193</u>

CITY OF BAYPORT, MINNESOTA
STATEMENT OF ACTIVITIES
For The Year Ended December 31, 2006

Functions/Programs	Program Revenues				Net (Expense) Revenue and Changes in Net Assets			
	Expenses	Charges For Services	Operating Grants and Contributions		Primary Government		Totals	
			Operating Grants and Contributions	Capital Grants and Contributions	Business-Type Activities	2006		2005
Primary government:								
Governmental activities:								
General government	\$615,340	\$2,733,435	\$9,270	\$ -	\$2,127,365	\$ -	\$2,127,365	(\$49,371)
Public safety	1,030,053	295,477	153,628	-	(580,948)	-	(580,948)	(535,915)
Public works	292,410	337,906	-	948,986	994,482	-	994,482	119,069
Parks	119,725	40,543	6,000	33,020	(40,162)	-	(40,162)	267,624
Cemetery	5,646	9,400	100	-	3,854	-	3,854	8,350
Library	320,089	6,568	106,665	-	(206,856)	-	(206,856)	(108,283)
Interest on long-term debt	49,915	-	-	-	(49,915)	-	(49,915)	(52,252)
Total governmental activities	2,433,178	3,423,329	275,663	982,006	2,247,820	0	2,247,820	(350,778)
Business-type activities:								
Water utility	307,508	318,917	-	-	-	11,409	11,409	49,620
Sewer utility	520,025	554,732	-	-	-	34,707	34,707	217,513
Total business-type activities	827,533	873,649	0	0	0	46,116	46,116	267,133
Total primary government	\$3,260,711	\$4,296,978	\$275,663	\$982,006	2,247,820	46,116	2,293,936	(83,645)
General revenues:								
General property taxes					865,447	-	865,447	983,043
Tax increment taxes					83,097	-	83,097	118,243
Gambling tax					6,057	-	6,057	3,686
Grants and contributions not restricted to specific programs					398,564	-	398,564	282,684
Unrestricted investment earnings					362,715	90,529	453,244	317,169
Gain on sale of property					-	-	-	2,565
Transfers					(1,575,179)	1,575,179	-	-
Total general revenues and transfers					140,701	1,665,708	1,806,409	1,707,390
Change in net assets					2,388,521	1,711,824	4,100,345	1,623,745
Net assets - beginning, as previously reported					15,349,760	4,065,433	19,415,193	17,791,448
Prior period adjustment					-	14,904	14,904	-
Net assets - beginning, as restated					15,349,760	4,080,337	19,430,097	17,791,448
Net assets - ending					\$17,738,281	\$5,792,161	\$23,530,442	\$19,415,193

CITY OF BAYPORT, MINNESOTA
 STATEMENT OF REVENUES, EXPENDITURES AND
 CHANGES IN FUND BALANCE
 GOVERNMENTAL FUNDS
 For The Year Ended December 31, 2006

	101 General Fund	211 Library	205 Tax Stabilization	206 Capital Improvement Trunk Utility Fund	209 Developer Reimbursed Projects	102 Street and Utility Reconstruction	851 Restricted Investment	Other Governmental Funds	Intra-Activity Eliminations	Totals	
										Governmental Funds	
										2006	2005
Revenues:											
General property taxes	\$754,263	\$106,768	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$861,031	\$981,511
Tax increment collections	-	-	-	-	-	-	-	83,709	-	83,709	117,631
Licenses and permits	351,667	-	-	-	-	-	-	-	-	351,667	128,663
Intergovernmental	545,534	5,573	-	432,767	-	-	-	56,824	-	1,066,698	501,109
Special assessments	3,895	-	-	123,185	-	24,700	-	-	-	51,780	92,905
Charges for services	244,863	481	-	331,197	-	-	-	30,000	-	606,541	542,907
Park dedication fees	-	-	-	-	-	-	-	25,250	-	25,250	34,631
Fines and forfeits	44,377	-	-	-	-	-	-	9,000	-	53,377	40,861
Gambling tax	-	-	-	-	-	-	-	6,057	-	6,057	3,886
Investment income	102,669	10,875	49,543	51,535	-	91,547	19,236	57,310	-	362,715	256,445
Rentals	36,811	5,410	-	-	-	-	-	-	-	42,221	23,880
Donations	12,784	106,665	-	-	-	-	-	2,050	-	121,499	145,506
Refunds and reimbursements	21,117	677	-	-	2,345,337	-	-	-	-	2,367,131	421,281
Miscellaneous	2,392	-	-	-	-	-	-	-	-	2,392	112,232
Total revenues	2,120,372	236,449	49,543	938,684	2,345,337	116,247	19,236	272,200	0	6,089,068	1,710,476
Expenditures:											
Current:											
General government	475,343	-	-	-	2,850	-	-	-	-	478,193	797,567
Public safety	596,696	-	-	-	-	-	-	4,373	-	601,069	527,067
Public works	271,017	-	-	-	-	-	-	2,469	-	273,486	288,053
Parks	68,615	-	-	-	-	-	-	50,486	-	119,101	67,774
Cemetery	5,608	-	-	-	-	-	-	-	-	5,608	4,762
Unallocated	31,820	-	-	-	-	-	-	49,046	-	81,466	-
Library	-	220,628	-	-	-	-	-	-	-	220,628	216,436
Capital outlay:											
General government	4,573	-	-	-	-	-	-	-	-	4,573	78,461
Public safety	36,989	-	-	-	-	-	-	6,136	-	43,125	49,365
Public works	31,101	-	-	1,344,514	2,190,345	-	-	-	-	5,566,260	20,292
Library	-	42,427	-	-	-	-	-	-	-	42,427	43,014
Debt service:											
Principal	-	-	-	-	-	-	-	80,000	-	80,000	80,000
Interest and fiscal charges	-	-	-	-	-	-	-	50,125	-	50,125	52,445
Construction/acquisition:											
	-	-	-	-	-	45,395	-	-	-	45,395	11,000
Total expenditures	1,821,762	273,055	0	1,344,814	2,193,195	45,395	0	243,235	0	5,921,355	2,516,337
Revenues over (under) expenditures	298,610	(26,606)	49,543	(406,130)	152,142	70,852	19,236	29,965	0	177,612	1,194,039
Other financing sources (uses):											
Sale of capital assets	-	-	-	-	-	-	-	-	-	-	2,561
Transfers in	115,000	12,563	-	-	15,000	35,000	-	363,500	(350,563)	120,500	20,000
Transfers out	(235,500)	-	(112,563)	-	-	(15,000)	-	-	360,563	(500)	-
Total other financing sources (uses)	(115,500)	12,563	(112,563)	0	15,000	20,000	0	303,500	0	120,000	22,561
Net change in fund balance	180,110	(24,043)	(63,020)	(406,130)	167,142	90,852	19,236	333,465	0	297,612	1,216,600
Fund balance - January 1	2,741,495	375,812	1,335,067	928,562	-	2,519,963	525,000	1,580,420	-	10,026,228	8,809,725
Fund balance - December 31	\$2,921,605	\$351,769	\$1,292,047	\$522,432	\$167,142	\$2,610,815	\$544,236	\$1,913,884	\$0	\$10,323,840	\$10,026,325

CITY OF BAYPORT, MINNESOTA
STATEMENT OF REVENUES, EXPENSES AND
CHANGES IN FUND NET ASSETS
PROPRIETARY FUNDS
For The Year Ended December 31, 2006

	Business-Type Activities - Enterprise Funds			
	601 Water	602 Sewer	Totals	
	Utility	Utility	2006	2005
Operating revenues:				
Charges for services	\$316,608	\$553,891	\$870,499	\$928,284
Penalties	1,004	841	1,845	4,993
Total operating revenues	<u>317,612</u>	<u>554,732</u>	<u>872,344</u>	<u>933,277</u>
Operating expenses:				
MCES charges	-	289,523	289,523	265,232
State well testing fee	3,806	-	3,806	3,679
Personal services	97,215	127,674	224,889	208,270
Contractual services	91,729	52,104	143,833	94,761
Materials and supplies	32,951	5,165	38,116	19,821
Insurance	3,984	1,534	5,518	5,224
Utilities	33,875	8,348	42,223	24,790
Depreciation	43,948	35,677	79,625	44,978
Total operating expenses	<u>307,508</u>	<u>520,025</u>	<u>827,533</u>	<u>666,755</u>
Operating income	<u>10,104</u>	<u>34,707</u>	<u>44,811</u>	<u>266,522</u>
Nonoperating revenues (expenses):				
Investment income	45,331	45,198	90,529	60,726
Refunds and reimbursements	1,305	-	1,305	611
Total nonoperating revenues (expenses)	<u>46,636</u>	<u>45,198</u>	<u>91,834</u>	<u>61,337</u>
Income before contributions and transfers	56,740	79,905	136,645	327,859
Capital contributions	1,010,047	685,132	1,695,179	-
Transfers out	<u>(5,000)</u>	<u>(115,000)</u>	<u>(120,000)</u>	<u>(20,000)</u>
Change in net assets	<u>1,061,787</u>	<u>650,037</u>	<u>1,711,824</u>	<u>307,859</u>
Net assets - January 1, as previously reported	1,942,834	2,122,599	4,065,433	3,757,574
Prior period adjustment	8,546	6,358	14,904	-
Net assets - January 1, as restated	<u>1,951,380</u>	<u>2,128,957</u>	<u>4,080,337</u>	<u>3,757,574</u>
Net assets - December 31	<u>\$3,013,167</u>	<u>\$2,778,994</u>	<u>\$5,792,161</u>	<u>\$4,065,433</u>

CITY OF BAYPORT, MINNESOTA
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
For The Year Ended December 31, 2006

	Business-Type Activities - Enterprise Funds			
	601 Water	602 Sewer	Totals	
	Utility	Utility	2006	2005
Cash flows from operating activities:				
Receipts from customers and users	\$312,704	\$623,368	\$936,072	\$889,867
Payment to suppliers	(150,632)	(393,538)	(544,170)	(401,188)
Payment to employees	(97,500)	(123,597)	(221,097)	(220,806)
Miscellaneous revenue	1,305	-	1,305	611
Net cash flows from operating activities	<u>65,877</u>	<u>106,233</u>	<u>172,110</u>	<u>268,484</u>
Cash flows from capital and related financing activities:				
Acquisition of capital assets	(4,793)	-	(4,793)	(9,247)
Transfer to Capital Project Funds	(5,000)	(115,000)	(120,000)	(20,000)
Net cash flows from capital and related financing activities	<u>(9,793)</u>	<u>(115,000)</u>	<u>(124,793)</u>	<u>(29,247)</u>
Cash flows from investing activities:				
Investment income	<u>45,331</u>	<u>45,198</u>	<u>90,529</u>	<u>60,726</u>
Net increase in cash and cash equivalents	101,415	36,431	137,846	299,963
Cash and cash equivalents - January 1	<u>1,220,743</u>	<u>1,212,008</u>	<u>2,432,751</u>	<u>2,132,788</u>
Cash and cash equivalents - December 31	<u>\$1,322,158</u>	<u>\$1,248,439</u>	<u>\$2,570,597</u>	<u>\$2,432,751</u>
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:				
Operating income (loss)	<u>\$10,104</u>	<u>\$34,707</u>	<u>\$44,811</u>	<u>\$266,522</u>
Adjustments to reconcile operating income (loss) to net cash flows from operating activities:				
Miscellaneous revenue	1,305	-	1,305	611
Depreciation	43,948	35,677	79,625	44,978
Changes in assets and liabilities:				
Decrease (increase) in receivables	(4,908)	68,636	63,728	(43,409)
Increase (decrease) in payables	17,363	(11,797)	5,566	12,318
Increase (decrease) in compensated absences	(453)	3,695	3,242	(12,536)
Decrease (increase) in prepaids	(1,482)	(24,685)	(26,167)	-
Total adjustments	<u>55,773</u>	<u>71,526</u>	<u>127,299</u>	<u>1,962</u>
Net cash provided by operating activities	<u>\$65,877</u>	<u>\$106,233</u>	<u>\$172,110</u>	<u>\$268,484</u>

Noncash investing, capital and financing activities:

Water system assets in the amounts of \$1,010,047 and \$0 were contributed to the Water Fund in 2006 and 2005, respectively.

Sewer system assets in the amounts of \$685,132 and \$0 were contributed to the Sewer Fund in 2006 and 2005, respectively.



April 17, 2007
Revised September 25, 2007

Mr. Mike McGuire
City of Bayport
294 North 3rd Street
Bayport, MN 55003

Re: Proposal to Delineate Wetlands
Lakeside Park, Bayport, Minnesota

Dear Mr. McGuire,

Sanders Wacker Bergly, Inc., Landscape Architects and Planners, is pleased to submit the following proposal for wetland consulting services for the 7-acre site located within Lakeside Park in Bayport, Minnesota.

Our office is well qualified to provide the services you have requested. Sanders Wacker Bergly, Inc., has an experienced staff who have performed hundreds of wetland delineations and obtained wetland permits for numerous public and private development projects.

SCOPE OF SERVICES

Sanders Wacker Bergly, Inc., proposes the following Scope of Services for the Lakeside Park site.

TASK 1. WETLAND DETERMINATION REPORT PREPARATION

- A. Prepare determination report to concur with previous field findings indicating that no jurisdictional wetlands exist on the site. This includes a site visit to gather information regarding soils, vegetation and hydrology to justify the lack of wetlands within the park site. Data sheets will be prepared for specific areas that are reviewed for potential wetland characteristics.

Estimated fees: \$500.00

TASK II. JURISDICTIONAL DETERMINATION

- A. Provide information to the U.S. Army Corps of Engineers as necessary for their review in making a jurisdictional determination of potential wetlands that may be within their jurisdiction.

Estimated fees: \$220.00

TASK III. REGULATORY CONFIRMATION (optional)

- A. Schedule a Technical Evaluation Panel (TEP) review of the delineation if necessary and obtain confirmation letter from the LGU accepting the delineation. Address any concerns that may arise from the TEP review.

Estimated fees: \$350.00

TOTAL ESTIMATED FEES: \$1,070.00

This fee does not include surveying services, testing of soils for geotechnical/construction assessment, permit preparation or preparation of EAWs. SWB will provide additional services only as requested by the client. SWB will charge for our work on the project on an hourly basis. If work proceeds smoothly, the actual fee may be less than indicated.

HOURLY RATES

Fees for work performed by Sanders Wacker Bergly, Inc., Landscape Architects and Planners, will be based on the following standard hourly rates:

Principal Landscape Architect/Planner	\$100.00 per hour
Senior Natural Resource Planner	\$ 95.00 per hour
Landscape Architect/Planner 4	\$ 95.00 per hour
Landscape Architect/Planner 3	\$ 90.00 per hour
Landscape Architect/Planner 2	\$ 85.00 per hour
Landscape Architect/Planner 1	\$ 70.00 per hour
Technician/Clerical	\$ 60.00 per hour

Hourly rates include all normal travel, printing and communication expenses.

If you have any questions please contact Bill Bleckwenn of our office or myself at 651 221-0401. Thank you for the opportunity to submit this proposal. We look forward to the opportunity of working with you.

Sincerely,



Larry L. Wacker
Vice President/Landscape Architect

**SANDERS
WACKER
BERGLY
INC.**



LANDSCAPE ARCHITECTS AND PLANNERS
385 East Kellogg Boulevard
Saint Paul, Minnesota 55101
651-221-0401
Fax: 651-297-0817

April 18, 2007

City of Bayport
Attn: Mr. Mike McGuire - City Administrator
294 Third Street North
Bayport, MN 55003

RE: Proposal to Provide Landscape Architectural Services
Design Development for Barker's Alps Park Improvements

Dear Mr. McGuire,

Sanders Wacker Bergly, Inc. (SWB) Landscape Architects and Planners, in association with M. Lenz & Associates, Inc. Architects and Larson Engineering, Civil Engineers, is pleased to submit the following proposal for preparation of a design development plan and natural resources inventory and analysis for Barker's Alps Park. The consulting team is the same as the group providing planning and design services for Lakeside. Landscape Architect and Natural Resource Planner Bill Bleckwenn recently joined our firm and will prepare the natural resource inventory and analysis, if such a report is included in the scope of services.

We anticipate that the planning and design process will be much the same as the process followed to develop the detailed master plan for Lakeside Park. Please let me know if you would like to make any modifications to the process. The total fee proposed for preparation of the detailed master plan is \$20,950.00 (not including the natural resource inventory and analysis). This is somewhat more than the fee for Lakeside Park because the Barker's Alps site is larger and more complex and it shares borders with far more property owners who may have a keen interest in the project.

The site includes a significant woodland with steep, tree-covered slopes. We recommend that the city consider preparing a natural resource inventory and analysis to accomplish the following objectives:

- Identify sensitive soils, hydrology and habitat areas.
- Describe planning and design methods that will help to make development in and around the park compatible with the natural areas.
- Identify invasive plant species and methods for control.
- Describe methods for habitat restoration.
- Provide information to aid in interpreting the natural resources found in the park and on properties adjacent to the park.

The fee proposed to complete the field work and report for the natural resources inventory and analysis is \$3,500.00.

WORK PROGRAM AND FEE SCHEDULE

		Landscape Arch.	Arch.	Civil Eng.	TOTAL
Average Hourly Rate		\$75.00	\$100.00	\$75.00	
PRELIMINARY DESIGN DEVELOPMENT FOR BARKER'S ALPS PARK (includes preparation of a detailed master plan having the full scope of planned improvements described in the preliminary master plan).					
DESCRIPTION					
TASK 1	PROJECT /START UP				
A.	Meeting with City Staff to review the work program, contract conditions, schedule and to tour the site.	2			\$150.00
B.	Conduct a photo inventory.	1			\$75.00
C.	Collect information.	2			\$150.00
D.	Prepare base maps.	8			\$600.00
Sub-Total Task 1		13	0	0	\$975.00
TASK 2	SITE INVENTORY AND ANALYSIS				
A.	Analyze soil conditions, vegetation, topography, circulation patterns, surrounding land uses, etc..	8			\$600.00
B.	Identify available utilities.	4			\$300.00
C.	Review visual characteristics.	6			\$450.00
D.	Assess storm drainage patterns and stormwater management requirements.			16	\$1,200.00
E.	Analyze vehicular and pedestrian circulation and relationship to the surrounding area.	6			\$450.00
F.	Prepare site analysis drawings and report.	10			\$750.00
G.	Meet with Citizen Advisory Board to review analysis of existing conditions.	3			\$225.00
Sub-Total Task 2		37	0	16	\$3,975.00
TASK 3	PRELIMINARY DESIGN CONCEPTS				
A.	Prepare at least two concept alternatives that respond to all of the program items described in preliminary master plan.	80	15	20	\$9,000.00
B.	Meet with City Staff to review design concepts.	3	3		\$525.00
C.	Meet with the regulatory agencies to review design concepts.	6			\$450.00
D.	Meet with Citizen Advisory Board to review design concepts.	3			\$225.00
E.	Refine the concept plan based on input from City Staff and public.	25	6		\$2,475.00
F.	Meet with Citizen Advisory Board to review the refined plan.	3			\$225.00
G.	Prepare a final plan based on citizen input.	16	6	4	\$2,100.00

H.	Prepare a preliminary cost estimate	6	4	2	\$1,000.00
	Sub-Total Task 3:	142	34	26	\$16,000.00
TOTAL FEE FOR PRELIMINARY DESIGN DEVELOPMENT FOR BARKER'S ALPS PARK (not to exceed)					\$20,950.00
NATURAL RESOURCE INVENTORY AND ANALYSIS - Preparation of a detailed inventory of plant species and analysis of sensitive areas relative habitat, soils and hydrology.					\$3,500.00

HOURLY RATES

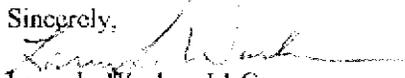
Fees for work performed by Sanders Wacker Bergly, Inc., Landscape Architects and Planners, will be based on the following standard hourly rates:

Principal Landscape Architect/Planner	\$ 100.00 per hour
Landscape Architect/Planner 4	\$ 90.00 per hour
Landscape Architect/Planner 3	\$ 85.00 per hour
Landscape Architect/Planner 2	\$ 80.00 per hour
Landscape Architect/Planner 1	\$ 75.00 per hour
Technician	\$ 60.00 per hour

We appreciate the opportunity to submit this proposal and look forward to working with you on this exciting project.

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

Sincerely,


 Larry L. Wacker LLC
 Vice President/Landscape Architect

CITY OF BAYPORT
WASHINGTON COUNTY, MINNESOTA
ORDINANCE NO. _____

**ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY,
MINNESOTA AMENDING CHAPTER 58 UTILITIES, OF THE BAYPORT CITY CODE**

Please note: Proposed deletions are indicated in ~~strike through~~ and additions are indicated in **bold underline**.

Section 1. Chapter 58, Article III, Division 3, Section 58-86 of the Bayport Code of Ordinances is hereby amended as follows:

Sec. 58-86. Emergency regulations authorized.

In the event that a water shortage exists, ~~The city council~~ **the city administrator** may impose emergency regulations pertaining to the conservation of water ~~by resolution of the city council and~~ by giving notice by publication or by posting in the city hall, **setting forth the restrictions.** ~~and at such public places as the city may direct.~~

Section 2. Chapter 58, Article III, Division 3, Section 58-89 of the Bayport Code of Ordinances is hereby amended as follows:

Sec. 58-89. Exceptions to use restrictions.

The regulations in this division pertaining to restricted use of water shall not apply to the ~~necessary watering of newly seeded or sodded lawns.~~ following:

- (1) private wells
- (2) employees and agents of the city in such instances where lawn grass or turf used for athletic fields or areas owned and operated by the city require more frequent watering to prevent unreasonable damage thereto
- (3) hand watering of plants
- (4) hose watering of flowers, garden areas, or trees
- (5) new landscaping, seeded or sodded lawns within 30 days of installation

Section 3. 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 1st day of October, 2007.

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

Date: September 26, 2007

To: Mayor and City Council
Mike McGuire, City Administrator

From: Mel Horak, Public Works Supervisor

Subject: Gas line to Lakeside Park bathhouse

Part of the bathhouse remodel project includes the installation of a natural gas fueled fireplace. The existing bathhouse never had natural gas service available to it. Xcel Energy will provide the required gas service to the bathhouse building for approximately \$4,000.00 to \$5,000.00.

Staff is requesting authorization to contract with Xcel Energy to provide gas service to the Lakeside Park bathhouse building for a do-not-exceed amount of \$5,000.00.



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

DATE: September 24, 2007
TO: Mayor and City Council
Mike McGuire, City Administrator
FROM: Chief Laura Eastman
RE: Proposal of options for storage of forfeiture vehicles

BACKGROUND:

Bayport Police Department currently has five forfeiture vehicles that are taking up valuable room in the public works building. The law requires that police departments retain vehicles for violations of a 1st or 2nd degree Driving Under the Influence. The police department does this to help prevent an offender from continual driving intoxicated and placing the community in danger. In addition, any felony drug charges involving drugs in a vehicle are also forfeited. Lastly, the Bayport Police Department signs annual agreements to work safe and sober grants where additional vehicles are generally taken during this grant work.

RECOMMENDATION:

Options to consider are as follows:

- A quick and temporary solution: lease a minimum of four storage spaces for a commitment of one year with Stillwater Towing Company at the cost of \$100.00 a month.
- Permanent solution, but not immediate: Fence in an area on the North-East side of the public works building and affix similar looking roof material to the fence to reduce the negative appearance; and black top the area. This is estimated to cost \$10,000 to \$15,000 dollars and would be a permanent solution and be paid for from forfeiture funds.
- Permanent solution, but offers no quick alleviation of the existing problem: Utilizing the Fire Department garage for forfeitures if a new Fire Department is approved and erected.